



OFFICE OF EXECUTIVE INSPECTOR GENERAL
FOR THE AGENCIES OF THE ILLINOIS GOVERNOR

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April 5, 2024

The Office of Executive Inspector General for the Agencies of the Illinois Governor (OEIG) ensures accountability in State government by functioning as an independent, non-partisan State agency with responsibility, pursuant to State law, to investigate allegations of fraud, waste, abuse, and misconduct. The OEIG is looking to fill one investigative intern position in the Chicago office and one investigative intern position in the Springfield office for the Fall 2024 term. The incumbent(s) will work out of the OEIG's Chicago and Springfield offices.

The OEIG Internship Program provides students with the opportunity to apply their education and classroom theory to actual work situations in an investigative and legal environment.

Interns are provided the opportunity to acquire hands-on, relevant experience on how OEIG investigations are conducted. Additionally, interns will have the opportunity to conduct research, analysis, and soliciting requisite materials and evidence within very limited authority.

Investigative interns must be a current junior/senior student in good academic standing who is enrolled in an accredited school that allows course credit for an internship.

Graduate students enrolled in an accredited school may also be considered for a paid internship in lieu of course credit.

Qualified students should select the employment tab on our website at www.inspectorgeneral.illinois.gov and follow the instructions for applying. Submit completed application, resume, and cover letter.

Failure to submit the required documents may result in the application not being considered. The deadline for submission is May 10, 2024.

Office of Executive Inspector General
Investigative Intern
Position Description

Under direct supervision, provided the opportunity to observe, learn, and assist the Office of Executive Inspector General's (OEIG) investigative staff by conducting research, analysis, and soliciting requisite materials and evidence. Works within very limited authority on assignments of an extremely sensitive and confidential nature associated with investigations and legal proceedings.

1. Provided the opportunity to observe and learn how investigators conduct interviews of complainants, witnesses, subjects, and various other parties regarding information verification and/or corroboration.
2. Provided the opportunity to accompany investigators in conducting stationary and mobile surveillance on individuals involved in investigations.
3. May assist in collecting, analyzing and interpreting information, documentation and physical evidence associated with investigations.
4. Provided the opportunity to observe and learn to prepare case reports on all investigative action taken including the allegations, evidence, transcripts of interviews, and the conclusion of investigations plus all accompanying exhibits and physical evidence.
5. May provide support to maintain records of all information and material pertinent to open investigations; identifies, labels and stores evidence to ensure the security of all pertinent stored evidence and information gathered.
6. May update agency systems with investigative information.

REPORTS TO: OEIG Management Staff

MINIMUM QUALIFICATIONS:

1. Junior/Senior or Graduate student in good academic standing from an accredited college or university with a focus on criminal justice, public administration or other related discipline.
2. Proficiency in Microsoft Office Word.
3. Ability to communicate effectively both orally and verbally.
4. Commitment to maintaining confidentiality and professionalism.
5. High level of enthusiasm and desire to learn how to investigate fraud and abuse in State government.