

**Office of Executive Inspector General
Springfield Division
Position Description: INVESTIGATIVE ASSISTANT**

Posting Date: June 27, 2025

Posting Close Date: July 11, 2025

**Starting Salary Range: \$3,333.50 to \$5,000 Monthly
(\$40,002 - \$60,000/yr)**

The Office of Executive Inspector General (OEIG) is an independent executive branch State agency which functions to ensure accountability in State government and the four regional transit boards. The OEIG's primary role is to investigate allegations of misconduct and to make reports of its findings to affected public agencies and officials. The OEIG is devoted to the highest standards of quality and professionalism and is committed to safeguarding governmental operations, which directly impacts those we serve.

Come work for the OEIG, an organization that has:

- a mission-driven focus whose work provides significant impact;
- a culture that supports diversity, equity, inclusion, and accessibility;
- a hybrid work schedule; and
- paid time off in the form of personal days, sick time, vacation days, and paid holidays.

Learn more at <https://oeig.illinois.gov/>.

POSITION SUMMARY: Under the direct supervision of the Deputy Inspector General and Chief and Supervising Investigator, serves as an Investigative Assistant. The incumbent is responsible for a variety of professional and administrative duties, including assisting attorneys and investigators, and serving as a back up to the office Administrative Assistant and/or Paralegal as needed. This position involves working with information of an extremely sensitive and confidential nature.

DUTIES AND RESPONSIBILITIES:

1. Assists with case file management by organizing information and material pertinent to investigations; collecting, identifying, labeling and storing evidence; and maintaining records of information and material related to investigations.
2. Assists attorneys and investigators by conducting research; analyzing records, documentation, and physical evidence associated with investigations; compiling data; and indexing and summarizing documentation.
3. Enters, updates, and maintains information in the OEIG case management system as required.
4. Assists in the quality review of investigative case files to ensure compliance with agency policies and procedures.
5. May assist investigators on interviews and surveillance, and preparation of written reports as required.

Reference #26-01: Inv. Asst.

6. May assist with administrative duties, when needed, including handling and processing telephone inquiries and complaints filed with the OEIG.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

ABILITIES AND SKILLS – To be successful in this position, an Investigative Assistant should have the following:

- ability to balance multiple concurrent priorities;
- strong organizational and writing skills;
- ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others;
- high personal ethical standards and discretion, and the ability to work appropriately with sensitive and confidential materials;
- familiarity with computers, photocopiers, telecommunications equipment, and videoconferencing applications.

REPORTS TO: Deputy Inspector General and Chief and Supervising Investigator

SUBORDINATE POSITIONS: None

MINIMUM QUALIFICATIONS:

- a bachelor's degree, or demonstrated knowledge, skill, mental development or equivalent experience to four years of college.

PREFERRED QUALIFICATIONS:

- a bachelor's degree in criminal justice, law enforcement, accounting, auditing, or public or business administration;
- academic or professional investigative experience;
- experience in legal research; and
- knowledge of Microsoft Office Suite (Excel, Word, Outlook) and other applications.

JOB STATUS: Full-time, FLSA non-exempt. This position is exempt from the provisions of the State of Illinois Personnel Code.

LOCATION: The position will be located in our Springfield office at 607 East Adams Street.

HOW TO APPLY: (The OEIG is a non-code state agency)

Applicants should select the employment tab on our website at <https://oeig.illinois.gov/> and click the "Apply to the OEIG" link and follow the instructions for applying.

The OEIG is an Equal Opportunity Employer. If you require reasonable accommodation in completing this application, interviewing, or completing any pre-employment testing, please direct your inquiries to Human Resources at (312) 814-1789, or OEIG.HRAApplications@illinois.gov.

Hiring decisions are not based on or affected by political factors, including political sponsorship, affiliation, or support.