



## **INVESTIGATOR**

Department: Legal  
Grade: 18

Job Code: 0640  
Shakman Status: Non-Exempt  
FLSA Status: Non-Exempt

### **Job Summary**

Reporting directly to the Chief Investigator, the Investigator performs investigations regarding fraudulently claimed exemptions, as set forth in the Erroneous Homestead Exemption Act, 35 ILCS 200/9-275. The Investigator prepares documents memorializing the results of the investigations in support of the recovery of improperly claimed exemptions. The Investigator performs field investigations, inspections and testifies at administrative hearings as required.

### **Essential Job Duties**

- Determines the validity of various exemptions claimed by property owners, and documents improperly claimed exemptions by the creation of investigation reports.
- Identifies the type of exemptions claimed by property owners and how long the exemptions have been claimed.
- Uses data supplied by vendors and available from other databases to determine and verify if a property owner has improperly claimed exemptions.
- Visits subject properties to determine identities of current occupants, if any, establish how long the current residents have occupied the property, and determine if the property is rented or owner-occupied. May interview other people who may have knowledge of a property's occupants (including neighbors, doormen or association manager) to determine if a property is a rental unit or owner-occupied.
- Conducts independent field investigations regarding subject properties with little direct supervision or oversight.
- Compiles findings and evidence into a report for subject properties, reviewing evidence to ensure there is support for the conclusions regarding dates and factors used to determine the residency of taxpayers.
- Testifies at hearings regarding results of investigations, if a hearing is requested by the property owner.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**

### **Minimum Qualifications**

- High school diploma or GED certificate.
- Four (4) years of full-time work experience conducting and documenting investigations in a county, local, state or federal governmental setting.
- Valid IL driver's license, reliable transportation and proof of automobile insurance.

### **Preferred Qualifications**

- Associate's Degree or higher from an accredited college or university.

### **Knowledge, Skills, and Abilities**

- Knowledge of field investigation techniques, policies and procedures, including but not limited to techniques for determining residency, or the ability to quickly attain this knowledge.
- Ability to effectively interview and obtain information during field investigations and inspections utilizing verbal and written skills.
- Skill in interacting with others to investigate, gather and review sensitive or confidential materials and information.
- Ability to analyze, prepare and present investigation findings or conclusions in a concise, logical manner.
- Ability to work flexible hours.
- Ability to converse knowledgeably and communicate effectively orally and in writing and address complex issues.
- Ability to work with others; excellent interpersonal skills in dealing with the public, co-workers and staff.
- Ability to interact with the general public and taxpayers, providing guidance and information regarding the Erroneous Homestead Exemptions Act and investigations related to erroneously claimed exemptions.
- Knowledge of the Assessor's Office procedures, policies, practices and guidelines or the ability to gain such knowledge.
- Ability to meet Office and departmental deadlines, production goals and effectively utilize time with limited oversight.
- Strong analytical skills and demonstrated ability to perform complex analysis.
- Must be computer literate, with skill and efficiency in entering and retrieving data and generating and modifying accurate investigation reports and explaining results of investigations to others.

### **Physical Requirements**

- This position requires travel to work assignments for which the employee must provide his or her own adequate means of transportation.
- Visual acuity to review and edit written communications for long periods of time.
- Repetitive use of hands to handle and operate standard office equipment.
- Walking during investigations.
- Lift and carry up to thirty (30) pounds.

**COOK COUNTY ASSESSOR'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER**

Last modified: February 3, 2020