

Job Posting Title

Criminal Investigator

Effective Date

03/23/2012

Reference Code

E-90144167

Additional Information

\$89,000 to \$112,000/year

Job Title

Criminal Investigator

Department

Office of Inspector

Project

The Office of Inspector General (OIG) strives to provide Amtrak employees, its customers, the public and the Congress with the highest quality service and programs through vigilance, timely action, accuracy, and an overall commitment to excellence across the broad range of OIG responsibilities.

****PLEASE NOTE: ****

Amtrak OIG is not a Federal agency. Our employment opportunities are not Federal jobs.

Tasks

The incumbent serves as a Criminal Investigator for the Investigations unit involved in conducting complex investigations into criminal cases of importance to Amtrak.

Specifically, the Criminal Investigator:

- Conducts routine and less complex investigations into criminal and noncriminal cases of importance to Amtrak. Works on pieces of higher level investigations being led by more senior Investigators. Participates in developing a written case plan by drafting sections as appropriate
- Secures facts and develops evidence from all sources to establish the extent and nature of violations. Obtains

ethical and legally admissible evidence. Conducts routine interviews, record searches and obtains sworn statements and documents and drafts reports of investigation and summaries for use by lead Investigators

- Assists in the analysis of evidence and may gather information to be reviewed by higher level Investigators in the preparation of reports
- Serves subpoenas, assists in executing search warrants and participates in routine surveillance activities
- Testifies in court as appropriate

Requirements

EDUCATION:

Bachelor's degree in Business Administration, Criminal Justice, or other related field, or equivalent combination of education, training, and work experience.

WORK EXPERIENCE:

- Must have 3-5 years of relevant experience
- If the candidate has not already done so, must satisfactorily complete the Basic and Advanced Criminal Investigator Course at the Federal Law Enforcement Training Center (FLETC) in Glynco, Georgia or an equivalent Criminal Investigative course
- Also if not already completed, must successfully complete firearms training and maintain qualifications to carry and use firearms
- Proficiency in the Microsoft Office Suite
- Maintain eligibility to operate motor vehicle
- Familiarity with Federal criminal and civil law, practice and procedure
- Experience and knowledge of criminal investigative techniques (e.g. handling confidential informants, undercover assignments, physical and electronic surveillance, etc.)
- Frequently works long hours and is required to be on-call and available on an emergency basis
- Pre-employment physical and drug screen are required as well as successfully passing a background investigation

PREFERRED WORK EXPERIENCE/EDUCATION:

- Master's Degree in Business Administration, Criminal Justice, or other related field
- Familiarity with the laws, practices and procedures of Federal Inspector General Offices
- Familiarity with passenger rail operations and/or transportation operations
- Investigative experience with an emphasis on white collar crime
- Experience with automated case management systems

COMMUNICATION AND INTERPERSONAL SKILLS:

- Must have excellent written and verbal communication skills
- Must be able to work independently as well as in a team environment with minimal supervision
- Creativity, flexibility and ability to work in a fast paced environment with constantly changing priorities
- Analytical, problem solving and project management skills

TRAVEL: Yes

RELOCATION OFFERED: Yes

Contract Type

Regular

Location

Chicago Offices

City

Chicago