

Job Posting Title

Criminal Investigator

Effective Date

07/27/2011

Additional Information

\$92,000 - \$112,000

Job Title

Criminal Investigator (2)

Department

Office of Inspector General

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.

Tasks

SUMMARY OF DUTIES:

The Criminal Investigator serves within the Investigations unit and is involved in conducting investigations into criminal cases of importance to Amtrak.

Specifically, the Criminal Investigator:

- 1) Conducts routine and less complex investigations into criminal and non-criminal cases of importance to Amtrak; collaborates with other Investigators on higher level investigations; participates in developing a written case plan by drafting sections as appropriate.
- 2) 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 and record searches, obtains sworn statements, and documents and drafts reports of investigations and summaries for use by Lead Investigators.
- 3) Assists in the analysis of evidence and may gather information to be reviewed by Senior/Lead Investigators in

the preparation of reports.

4) Serves subpoenas, assists in executing search warrants, and participates in routine surveillance activities; Testifies in court as needed.

Requirements

EDUCATION:

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

WORK EXPERIENCE:

The ideal candidate should possess:

1) 3-5 years of relevant experience; emphasis on investigation of white collar crime preferred; experience and knowledge of criminal investigative techniques (e.g. handling confidential informants, undercover assignments, physical and electronic surveillance, etc.); familiarity with Federal criminal and civil law, practice, and procedure

2) Ability to cooperate across organizational boundaries to reach mutual goals

3) Proficiency in MS Office

NOTES:

The position requires weapon carrying and qualifications; carrying a weapon entails risks and responsibilities, and the incumbent may be placed in dangerous situations including but not limited to work outside in the elements i.e. rain, heat, cold. Nature of work can be hazardous due to the transportation environment, and potentially life threatening.

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; In addition, and also if not already done so, candidate must successfully complete firearms training and maintain qualifications to carry and use firearms.

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:

Familiarity with the accountability community; Familiarity with passenger rail operations and/or transportation operations; Experience with automated case management systems.

COMMUNICATION AND INTERPERSONAL SKILLS:

Superior communication and interpersonal skills; strong analytical, problem-solving, and project management skills.

TRAVEL:

Yes

Contract Type

Regular

Location

Chicago Offices

City

Chicago