

SPECIAL AGENT SENIOR

KIND OF WORK

Lead work and/or technical expertise in criminal investigation.

NATURE AND PURPOSE

An employee in this class is totally responsible for on-street supervision of a small number of Crime Investigators assigned cases or may be the technical expert in a specialty area such as Gambling or Gangs. Lead work may include allocation of assignments, training, review of reports and coordination of their submittal, and effectively recommending promotion, discipline and salary adjustments for employees.

Job Evaluation profile narrative (Hay method):

Know How Requires a detailed understanding of State and Federal criminal statutes, recent State and Federal court cases, criminal investigation policies and procedures of the Bureau and Department of Public Safety, investigation equipment and various legal standards. Requires human relations skills for the mix and match of caseloads and the administrative role.

Problem Solving Requires interpretive problem solving within the guidelines of policies and occupational principles, in a variety of atypical and changing situations which require judgment sufficient to obtain and evaluate information, analyze complex criminal schemes, selectively employ and adapt investigative techniques, prioritize and exhaust all leads, and bring each investigation to a logical conclusion.

Accountability Work is regulated by broad practices and procedures. Impact is contributory.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Provides field supervision to investigators so that approved and efficient efforts are assured.

Conducts training sessions for the public and/or other law enforcement personnel to assure their understanding or drug related issues and practices.

Provides headquarters with group reports as well as individual reports so that accurate records may be maintained.

Cooperates with prosecuting attorneys and courts so that prosecution is considered in proper instances and testimony is given and judgment made by the courts.

Receives and disseminates information regarding drug traffickers' activities to local enforcement agencies so that movements and activities of traffickers may be monitored effectively.

Uses field investigative methods and techniques for gathering evidence so that available facts and information relative to a crime are obtained.

Provides crime scene processing so that evidence is gathered and preserved in a manner acceptable to the courts.

Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Knowledge of:

Extensive knowledge of the practices and associations of specific types of criminals and of the places where they are likely to be found.

Thorough knowledge of firearms and proficiency in their use.

Thorough knowledge of state, federal and local criminal laws and regulations.

Thorough knowledge of criminal court procedures and practices.

Thorough knowledge of ballistics, chemistry, physics and mechanics as related to crime and firearms.

Working knowledge of management procedures and supervisory skills.

Ability to:

Direct the work of others.

Ascertain facts by field investigation and to obtain evidence.

Establish and maintain effective working relationships with other law enforcement agencies and the general public.

Est.: 6/77 T.C.: 9/81, 12/81, 9/95

Rev.: 6/98 Former Title(s): Crime Investigator 3

Ckd.: 12/92 Special Agent Team Leader