DEPARTMENT OF JUSTICE

DIVISION OF LAW ENFORCEMENT

**JOB TITLE:** Special Agent

**STATEMENT OF DUTIES:** Conducts criminal, civil, and special investigations.

**SUPERVISION RECEIVED:** Reports directly to the Special Agent Supervisor.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** See attached, Essential Duties for Special Agents.

**TYPICAL WORKING CONDITIONS:** The Special Agent will work in the field and may include: remote crime scenes, harsh weather conditions, confined quarters and occasionally a general office environment or an enclosed non-windowed workspace in a smoke-free environment. Travel will be required throughout the state.

**ESSENTIAL FUNCTIONS:**

65% Conducts criminal, civil, and special investigations.

**MARGINAL FUNCTIONS:**

10% Prepares written investigative reports.

5% Gathers evidence including photographic evidence.

5% Uses and maintains investigative and protective equipment.

5% Coordinates investigations with other law enforcement agencies.

5% Testifies in court and grand jury proceedings; files complaints for prosecution with local district attorney; makes arrests as a result of investigations.

5% Conducts training for peace officers and other special agents; assumes the duties of a Special Agent Supervisor when delegated; and performs other duties as required.

*I have read and understand the essential functions and typical demands required of the job as stated above, and I am able to perform the essential functions with or without reasonable accommodation*.

Employee’s Signature Date

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Supervisor’s Signature Date