DEPARTMENT OF JUSTICE

DIVISION OF LAW ENFORCEMENT

SPECIAL AGENT TRAINEE

419-710-8514-XXX

**JOB TITLE:** Special Agent Trainee

**STATEMENT OF DUTIES:** Under the close direction of a Special Agent field training officer (FTO), the Special Agent Trainee assists in conducting criminal investigations involving the enforcement of various state and federal statutes. The Special Agent Trainee will be assigned to a field training officer for the duration of his/her probationary period to receive comprehensive, on-the-job training in the application of the principles and techniques of investigation and enforcement activities. The incumbent may be assigned to, and must be capable of providing assistance in initiating and conducting investigations in, any of the Department's enforcement or investigation programs.

**SUPERVISION RECEIVED:** Reports to the Special Agent (FTO).

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** See attached.

**TYPICAL WORKING CONDITIONS:** See attached.

**ESSENTIAL FUNCTIONS:**

50% Participate and assist in conducting covert and overt criminal investigations, and prepare written investigative reports; conduct investigations and work with the District Attorney's office in the prosecution of cases; develop informants; observe criminal activity which may involve air and/or ground surveillance; use a variety of sophisticated investigative equipment; develop sources of information necessary to accomplish organizational objectives.

40% Assist in planning, directing and coordinating enforcement activities with other law enforcement agencies; assist other law enforcement agencies in conducting complex investigations; serve subpoenas and warrants; assist training officer to conduct raids to search, gather and seize evidence, including photographic evidence of criminal activity; gather intelligence data; interrogate and interview suspects and witnesses; investigate allegations of illegal activity or irregularities by state or local officials; make arrests.

5% File complaints for prosecution with local district attorneys and United States attorneys; confer with prosecutors in preparing cases for court; testify against violators in court and grand jury proceedings; testify as a witness or as an expert witness.

5% Maintain proficiency in the use of firearms, including a knowledge of and familiarization with shotguns, machine guns, sniper rifles, pepper spray, tasers, flash bangs and other department-issued weapons. The incumbent must also participate in and demonstrate a working knowledge of arrest and control techniques, high-risk entries, and dangerous tactical raid planning.

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

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Employee’s Signature Date Supervisor’s Signature Date