DEPARTMENT OF JUSTICE
BUREAU OF GAMBLING CONTROL
COMPLIANCE AND ENFORCEMENT

JOB TITLE: SPECIAL AGENT SUPERVISOR

STATEMENT OF DUTIES: The Special Agent Supervisor (SAS) is responsible for supervising a team of Special Agents assigned to the Bureau of Gambling Control (Bureau).

SUPERVISION RECEIVED: Reports to the Special Agent-in-Charge.

SUPERVISION EXERCISED: Supervises a team of Special Agents, a Field Representative and an Office Technician.

TYPICAL PHYSICAL DEMANDS: See attached.

TYPICAL WORKING CONDITIONS: See attached.

EXAMPLES OF DUTIES:

ESSENTIAL FUNCTIONS

60% Plans, directs and supervises Special Agents in criminal, civil, financial and gambling investigations.

15% Reviews team member’s Time Reporting System (TRS) entries and investigative reports in the Case Information Management System (CIMS). Provides coordination, training, and specialized operational support to local, state and federal law enforcement agencies, and evaluates team member’s performance.

15% Conducts the more difficult, complex or sensitive investigations. Plans and develops training relative to enforcement. Maintains and allocates state funds for undercover operations and informant payments.

5% Assists in the development of Bureau policies and procedures pertaining to the Compliance and Enforcement Section. Participates in the development of budget change proposals and the analysis of gambling related legislation.

5% Represents the Bureau at conferences, meetings with allied agencies and testifies as an expert witness. Keeps management apprised of unit activities and operations. Assumes the duties and responsibilities of the Special Agent-in-Charge when assigned.
I have read and understand the essential functions and typical demands required of this job and I am able to perform the essential functions with or without reasonable accommodation.

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