

**DEPARTMENT OF JUSTICE  
CRIMINAL LAW DIVISION  
SPECIAL PROSECUTIONS SECTION  
DUTY STATEMENT**

**NAME:**

**CLASSIFICATION:** Special Agent Supervisor

**POSITION NUMBER:**

**CITY:**

**STATEMENT OF DUTIES:** Conducts criminal investigations related to the Special Prosecutions Section (SPS). Independently, or in a team, in an assigned major area, is responsible for complex and difficult investigations pertaining to major financial fraud, tax fraud, human trafficking, public corruption, and other matters within the scope of SPS. The primary focus of the Special Agent Supervisor is to acquire and review financial and other records, conduct interviews with victims, suspects, and witnesses, develop confidential informants for field work, conduct surveillance, and the search and seizure of evidence from various crime scenes and business entities.

**DESIRABLE QUALIFICATIONS:** The candidate must have excellent written and oral communication skills; strong analytical skills; good research skills; effective time-management and organizational skills. Possess a diverse investigative background which will translate to an effective leader as well as guide and direct investigations to a successful conclusion, with established law enforcement contacts at the local, state and federal levels in the law enforcement community throughout the state. Must have the ability to maintain professional and courteous working relationships with all levels of staff; ability to foster positive working relationships with internal/external customers; ability to successfully lead and supervise a group of individuals; ability to work well under pressure and meet deadlines; possess integrity and the ability to maintain confidentiality of sensitive information; strong proficiency in Microsoft Word, Excel, and Outlook; and good attendance. Must have the ability to work with all team members in a position of strong leadership and management; ability to follow directions and guidance from the Special Agent in Charge; process and deliver any prescribed tasks with minimal supervision; be a self-starter, flexible, and have a positive attitude. Demonstrated expertise in: conducting complex investigations; ability to teach law enforcement topics; good judgment and leadership qualities. Innovative leadership with technology based ideas to move the Program into the future which will include concepts from the 21st Century Policing Model.

**SUPERVISION RECEIVED:** Supervised, managed and directed by the SPS Senior Assistant Attorney General (SAAG). As required to comply with the DOJ Law Enforcement Policy and Procedures Manual and the Essential Duties of Peace Officers, SAS will be supervised by a Special Agent in Charge of the Bureau of Investigation.

**SUPERVISION EXERCISED:** None, except as assigned by DLE for a limited time and with prior approval by SAAG.

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

**DEPARTMENT OF JUSTICE  
CRIMINAL LAW DIVISION  
SPECIAL PROSECUTIONS SECTION  
DUTY STATEMENT**

**NAME:**

**CLASSIFICATION:** Special Agent Supervisor

**POSITION NUMBER:**

**CITY:**

**TYPICAL WORKING CONDITIONS:** The Special Agent Supervisor 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 when in office, and in a remote work environment, home office, or similar environment if teleworking. Travel will be required throughout the state. Monday - Friday work week. Possible limited overtime available on case-by-case basis.

**ESSENTIAL FUNCTIONS:**

- 50% Conducts investigations in office and field locations, including but not limited to: a variety of high profile, complex financial fraud investigations, public corruption investigations and human trafficking investigations, on-scene evidence collection, determine probable cause and preserve evidence; thorough investigation through data collection, undercover surveillance, development of confidential informants, and executing search warrants to discover, document, collect and preserve evidence for the prosecution and defense. Secures evidence, conducts victim and witness interviews for prosecution of case; maintains case-related relationships with vulnerable victims of fraud and human trafficking in order to facilitate cooperation and testimony. Processes asset forfeitures. Maintains large databases of sensitive documents for financial fraud and other complex cases.
- 30% Participates in planning and coordinating investigations, drafting of search and arrest warrants. Prepares cases for court with the Attorney General's Office, United States Attorney General's Office and any applicable District Attorney's Office. Testifies in criminal and civil proceedings as necessary. Prepares comprehensive investigative reports for presentation to prosecuting offices and other law enforcement agencies for criminal complaints and indictments.
- 10% As a Special Agent Supervisor, acts as the liaison with other law enforcement agencies at all government levels, and maintains current knowledge of advancement, trends and issues with complex financial fraud cases, underground economy, and human trafficking.
- 10% Coordinates investigations with other law enforcement agencies. Represents the Department and Bureau at law enforcement and task force meetings. Provide training on skilled subject matters.

**DEPARTMENT OF JUSTICE  
CRIMINAL LAW DIVISION  
SPECIAL PROSECUTIONS SECTION  
DUTY STATEMENT**

**NAME:**

**CLASSIFICATION:** Special Agent Supervisor

**POSITION NUMBER:**

**CITY:**

**I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):**

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date