

DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
OFFICE OF THE CHIEF
Tribal Assistance Program
419-952-8524-901

JOB TITLE: Special Agent Supervisor

STATEMENT OF DUTIES: The Special Agent Supervisor (SAS) is a senior field investigator and tactical law enforcement liaison within the Tribal Assistance Program (TAP). This position is responsible for independently conducting and supporting complex criminal investigations, coordinating field operations, and providing investigative expertise to law enforcement agencies engaged in cases involving missing or murdered Indigenous persons and other high-priority tribal-related criminal matters.

The SAS functions primarily as a field-deployed investigator, conducting operations, building investigative leads, and providing direct support to partner agencies. The SAS also supports multi-jurisdictional collaboration by facilitating intelligence exchange between local, state, federal, and tribal entities. This is a non-managerial, senior-level investigative position. The SAS does not oversee program development or personnel, but instead focuses on field execution, tactical support, and direct investigative duties. The SAS role is well-suited for experienced Special Agents with advanced case experience and a desire to remain operational in the field.

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

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: See example of duties.

TYPICAL WORKING CONDITIONS: Frequent travel throughout the state; field work in remote, rural, and sometimes hazardous environments; exposure to sensitive criminal cases and emotionally charged interviews. May be required to work irregular hours.

ESSENTIAL FUNCTIONS:

- 40% Performs Advanced Field Investigations & Tactical Liaison Work by leading or supporting field investigations involving missing or murdered Indigenous persons; conducts interviews, surveillance, forensic coordination, search warrant service, and arrests in collaboration with local and tribal law enforcement; works closely with families and communities to support culturally competent investigative efforts.
- 30% Coordinates with Tribal Police Departments, Sheriff's Offices, and Federal partners to resolve active and cold cases; supports emergency response efforts on tribal lands in coordination with DOJ and mutual aid partners.

- 25% Provides Technical Assistance & Cross-Jurisdictional Support by providing expert consultation to law enforcement agencies on investigative strategy, jurisdictional challenges under Public Law 280, and evidentiary standards for prosecution; facilitating communication between tribal, local, and state agencies on investigative task forces; participating in on-site law enforcement briefings and deconfliction meetings; assisting in forensic coordination and intelligence gathering with the Bureau of Forensic Services and Criminal Intelligence Bureau.
- 5% Reports to and supports the SAC by briefing the SAC regularly on investigative progress and field conditions, serving as acting SAC when delegated during field absences or special assignments, and may represent TAP at operational-level meetings with tribal leadership or task force working groups (but not at executive or legislative briefings).

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