

**DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF INVESTIGATION
HUMAN TRAFFICKING and SEXUAL PREDATOR APPREHENSION TEAM
419-809-8524-002
Vacant**

JOB TITLE: Special Agent Supervisor

STATEMENT OF DUTIES: Under the general supervision of the Special Agent in Charge, the Special Agent Supervisor (SAS) is responsible for supervising a team of Special Agents and professional staff assigned to the Bureau of Investigation, Human Trafficking and Sexual Predator Apprehension Team (HT SPAT). The primary focus of the SAS is the leadership, management, and supervision of complex and sophisticated human trafficking and sexual predator investigations and the personnel assigned to the team.

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

SUPERVISION EXERCISED: Reports directly to the Special Agent in Charge.

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

TYPICAL WORKING CONDITIONS: The SAS will work in a general office environment in an enclosed non-windowed workspace in a smoke-free environment or in a field environment that may include remote crime scenes, harsh weather conditions, confined quarters, irregular hours, and statewide travel. Possible overtime, as required, on a case-by-case basis.

ESSENTIAL FUNCTIONS:

40% Plans, assigns, and directs high-level, complex criminal human trafficking and sexual predator investigations; provides supervision and oversight for evidence collection, interviews, and overall case investigations; manages/oversees case direction; assists in the determination and development of probable cause; conducts surveillance operations; develops confidential informants; reviews the preparation and execution of search warrants to discover, document, and preserve evidence for eventual court proceedings. Possesses foundational knowledge of victim advocacy in relation to governmental service providers as well as non-governmental agencies.

- 30% Reviews team member's time keeping, daily entries, and investigative reports. Ensures accurate and relative information is placed into the appropriate systems and utilizes and reviews records in the Case Information Management System that contains information related to the investigation as well as case documents. Evaluates team members' performance and takes corrective and/or disciplinary actions when needed. Provides oversight of cases for court proceedings with the Office of the Attorney General, United States Attorney's Office, and any applicable District Attorney's Office.
- 20% Provides coordination, training, and specialized operational support to local, state, and federal law enforcement agencies. Provides outreach and education as a resource to the law enforcement agencies, governmental agencies, community organizations, and the private sector organizations. Maintains current knowledge of the advancement, trends, and issues with complex criminal human trafficking and sexual predator investigation cases.
- 10% Represents the Bureau and Department at Law Enforcement and other meetings. Assumes the duties of the Special Agent in Charge when delegated and performs other duties as required.

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