

DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT

JOB TITLE: Special Agent

STATEMENT OF DUTIES: Conducts criminal, civil, and special investigations.

SUPERVISION RECEIVED: Reports directly to the Special Agent Supervisor.

SUPERVISION EXERCISED: None.

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

TYPICAL WORKING CONDITIONS: The Special Agent 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. Travel will be required throughout the state.

ESSENTIAL FUNCTIONS:

65% Conducts criminal, civil, and special investigations.

MARGINAL FUNCTIONS:

10% Prepares written investigative reports.

5% Gathers evidence including photographic evidence.

5% Uses and maintains investigative and protective equipment.

5% Coordinates investigations with other law enforcement agencies.

5% Testifies in court and grand jury proceedings; files complaints for prosecution with local district attorney; makes arrests as a result of investigations.

5% Conducts training for peace officers and other special agents; assumes the duties of a Special Agent Supervisor 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