

Department of Justice
Division of Law Enforcement
Office of the Chief
Protection Section – Threat Assessment Group
419-087-8482-002

JOB TITLE: Special Agent

STATEMENT OF DUTIES: Under the general direction of the Special Agent Supervisor (SAS), the Special Agent (SA) for the Threat Assessment Group (TAG) will support the Dignitary Protection Unit (DPU). The SA will conduct follow-up investigations on any identified threats and will be responsible for all active investigations, knocking on doors and talking to individuals to gather information, search warrants, arrest warrants, and any physical and/or analytical advance work and threat assessment on all of the AG's travel.

SUPERVISION RECEIVED: Reports directly to the Special Agent Supervisor.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Work extended hours either in an office environment or in field operations. Ability to sit for extended periods of time. Ability to focus for extended periods of time of mental concentration. See attached Essential Functions of Peace Officer classifications.

TYPICAL WORKING CONDITIONS: Non-smoking office in climate-controlled building office environment. Frequent field work on investigations and travel associated with operational needs and management responsibilities. See attached Essential Functions of Peace Officer classifications.

ESSENTIAL FUNCTIONS:

- 40% Conducts investigations into threats issued against the Attorney General, DOJ staff, and/or their family members. Creates reports and operation plans for approval by the SAS. Supplements the AG security team by planning and performing airport advances, coordinating with the AG-Exec staff, and conducting "plain clothes" details to collect real time intelligence during travel and events in which the AG is in attendance.
- 20% Performs subsequent enforcement operations, such as obtaining search warrants and arrest warrants, conducting/monitoring surveillance, and coordinating with other local, state, and federal law enforcement to coordinate efforts related to threat investigations.
- 20% Provides detailed investigation reports to the SAS and advises the SAS of threats against the Attorney General, DOJ employees, and/or their family and ensures threat assessments are conducted on individuals who pose a potential threat to employee safety.

- 15% Reviews evidence gathered by the TAG analytical team and assesses the threats posed to staff members and the Attorney General on social media, physical media, and other forms of communication.
- 5% Ensures threat and investigative documents are properly stored and maintained and ensures that evidence is handled with a clear chain of custody while managing their caseload.

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