

Department of Justice
Division of Law Enforcement
Office of the Chief
Protection Section
419-710-8523-901

JOB TITLE: Special Agent-in-Charge – Special Skills

STATEMENT OF DUTIES: Under the general direction of the Division of Law Enforcement (DLE), Assistant Chief, the Special Agent-in-Charge (SAC) is responsible for planning, organizing, and directing the activities of the programs within the Protection Section (PS), including: the Dignitary Protection Unit (DPU), the Threat Assessment Group (TAG), and the Facilities Protection Unit (FPU). The incumbent will oversee sensitive and complex investigations against the Attorney General (AG) and/or their family.

SUPERVISION RECEIVED: Reports directly to the DLE Chief.

SUPERVISION EXERCISED: Supervises three Special Agent Supervisors.

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:

- 30% Plans, organizes, and develops the operational and administrative activities in the PS and makes recommendations as to staffing, resources, project priority, equipment, and budgetary needs. Maintain overall responsibilities for the preparation and management of program budgets, personnel actions, accounting, contracts, procurement, and other administrative support functions of the section. Plans, develops, and implements comprehensive policies and procedures relating to the operation of the units within the section.
- 20% Directs special agent supervisors and manages sworn and non-sworn personnel in carrying out the functions of the section. Allocates and redirects resources as necessary to meet operational needs.

- 20% Oversees investigations of threats against DOJ employees, the AG and/or their family, and ensures threat assessments are conducted on individuals who pose a potential threat to the AG and are known to attend functions the AG would attend.
- 15% Prepares staff evaluations, disciplines employees, and handles grievances in accordance with state, department, and personnel rules
- 10% Maintains a management level liaison with the AG, Chief Deputy Attorney General, and DLE management on various sensitive matters regarding the safety of the AG.
- 5% Represents the division and the department at law enforcement and non-law enforcement meetings. Reviews legislation and advises the DLE Assistant Chief and Chief of the impact of the proposed federal and state laws and regulations.

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