DEPARTMENT OF JUSTICE
BUREAU OF GAMBLING CONTROL
COMPLIANCE AND ENFORCEMENT

JOB TITLE: **SPECIAL AGENT SUPERVISOR**

STATEMENT OF DUTIES: The Special Agent Supervisor (SAS) is responsible for supervising a team of Special Agents assigned to the Bureau of Gambling Control (Bureau).

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

SUPERVISION EXERCISED: Supervises a team of Special Agents, a Field Representative and an Office Technician.

TYPICAL PHYSICAL DEMANDS: See attached.

TYPICAL WORKING CONDITIONS: See attached.

EXAMPLES OF DUTIES:

ESSENTIAL FUNCTIONS

40% Plans, directs, and supervises Special Agents in criminal, civil, financial, and gambling investigations.

20% Reviews team members' Time Keeping System (TKS) entries and investigative reports in the Case Information Management System (CIMS). Provides coordination, training, and specialized operational support to local, state, and federal law enforcement agencies, and evaluates team members' performance.

20% Conducts the more difficult, complex, or sensitive investigations. Plans and develops training relative to enforcement. Maintains and allocates state funds for undercover operations and informant payments.

10% Assists in the development of Bureau policies and procedures pertaining to the Compliance and Enforcement Section. Participates in the development of Budget Change Proposals and the analysis of gambling related legislation.

10% Represents the Bureau at conferences, meetings with allied agencies, and testifies as an expert witness. Keeps management appraised of unit activities and operations. Assumes the duties and responsibilities of the Special Agent-in-Charge, when assigned.

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.

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Employee's Signature Date Supervisor's Signature Date