DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF INVESTIGATION
VIOLENT CRIME MAJOR OFFENDER PROGRAM
419-822-8524-008
Vacant

JOB TITLE: Special Agent Supervisor

STATEMENT OF DUTIES: Under the general direction of the Special Agent in Charge (SAC), the Special Agent Supervisor (SAS) plans, assigns and directs criminal, civil and special investigations conducted by the Special Agents related to the Violent Crime Major Offender Program within the Bureau of Investigation. The SAS organizes and conducts the more difficult, complex or sensitive investigations, which include working vertical prosecutions related to complex, high profile investigations with the Deputy Attorneys General from the Attorney General's Office; reviews team members' daily activities; determines investigative resources; and reviews investigative reports. The SAS provides coordination, training and specialized operational support to local, state and federal law enforcement agencies, evaluates team members' performance and takes corrective and/or disciplinary action when needed, represents the Bureau and Department at law enforcement and other meetings, assumes the duties of the SAC when delegated, and performs other duties as required.

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

SUPERVISION EXERCISED: Supervises sworn and professional staff.

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

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

ESSENTIAL FUNCTIONS:

40% Plans, assigns and directs criminal, civil and special investigations conducted by the Special Agents related to the Violent Crime Major Offender Program. Provides supervision and oversight for evidence collection, interviews, and overall case investigations; manages/oversees case direction; assists in the determination and development of probable case; conducts thorough reviews of investigations through the management of data collection; leads 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.

20% Organizes and conducts the more difficult, complex or sensitive investigations as they relate to special investigations.

5% Provides coordination, training, and specialized operational support to local, state, and federal law enforcement agencies. Evaluates team member's performance and takes corrective and/or disciplinary action when needed.

5% 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