DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FIREARMS
Firearms Investigations & Dangerous Weapons Enforcement

JOB TITLE: Special Agent Supervisor

STATEMENT OF DUTIES: Under the general supervision of the Special Agent-in-Charge (SAC), the Special Agent Supervisor (SAS) is responsible for the administration and supervision of the Bureau of Firearms, APPS Investigative Team, which perform enforcement duties related to Senate Bill (SB) 950.

SUPERVISION RECEIVED: Reports directly to the Bureau of Firearms Special Agent-in-Charge.

SUPERVISION EXERCISED: Will supervise various sworn, professional and clerical staff as needed.

TYPICAL PHYSICAL DEMANDS: Work extended hours either in an office environment or in field operations.

TYPICAL WORKING CONDITIONS: Non-smoking office in a climate-controlled building. Frequent field work on investigations and travel associated with operational and supervisory needs. The SAS will be required to work overtime, including after regular duty hours, and weekends.

ESSENTIAL FUNCTIONS:

25% Plan, direct, coordinate, and assign case investigations to the Special Agents. Plan, direct, and coordinate the workload of the professional and clerical staff.

15% Organize and conduct the more difficult, complex or sensitive investigations.

15% Directly supervise field surveillance and enforcement operations. Review reports and evaluate operations.

10% May provide coordination, training, and specialized operational support to local, state, and federal law enforcement agencies. Such as:

a) Task force direction and participation
b) Special operations
c) Firearms investigations
d) Multi-jurisdictional investigations

10% Interrogate suspects, interview witnesses, confer with other peace officers, district attorneys, prosecutors, and Deputies Attorneys General.

10% Organize and conduct raids to seize illegal firearms, make arrests of law violators, gather and disseminate intelligence data, investigate allegations of criminal activity, appear as a prosecution witness or, in cases involving claims against the state, appear as a defense witness.

5% Ensure the proper use and maintenance of equipment such as intelligence equipment, vehicles, radios, weapons, and other safety equipment.

5% Take disciplinary action when needed, and prepare employee annual performance reports.

5% Ensure investigations are conducted in a timely and efficient manner.

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 Signature	Date	Supervisor Signature	Date