DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF INVESTIGATION
Foreign Prosecution & Law Enforcement Unit
419-534-8524-006
Vacant

JOB TITLE: Special Agent Supervisor

STATEMENT OF DUTIES: Under the general direction of the regional office Special Agent in Charge, the Special Agent Supervisor in the FPLEU is responsible for assisting in administering the Program. The incumbent must speak and write Spanish fluently and be capable of conducting the most difficult and complex investigations. Additional responsibilities include but are not limited to, administering and directing contacts with California law enforcement personnel and federal, state, and local agencies in Mexico.

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

SUPERVISION EXERCISED: May supervise a team of Special Agents and other Departmental staff.

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

TYPICAL WORKING CONDITIONS: The Special Agent Supervisor 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, other U.S. states, and or out of the country.

ESSENTIAL FUNCTIONS:

40% Conducts interviews, assists with translation and responds to public inquiries in Spanish. Conducts public presentations and responds to media requests in Spanish. Translates written and recorded statements and evaluates testimony for credibility for use in judicial proceedings. Assists Special Agent Supervisors, Special Agents, Investigative Auditors, and Deputy Attorneys General with interviews and translation of statements and written documents from Spanish to English.

20% Assists in maintaining and updating procedures for prosecution of suspects in Mexico for homicide crimes committed in California and other states. Maintains extensive contacts and sources of cooperation in Mexico; establishes and maintains good working relationships with high-level law enforcement and prosecutorial officials in local, state, and federal positions in both countries; maintains current knowledge of legal terms and laws of Mexico as they interchange and compare with California and U.S. laws.

15% Routinely provides investigative assistance to law enforcement components of the Division and to other sections throughout the Department on sensitive and complex cases. Provides coordination, training, and specialized operational support to local, state, federal, and foreign law enforcement agencies such as:

a. Multijurisdictional investigations.
b. Extradition procedures to and from Mexico.
c. Special conferences such as the Annual International Border Crimes Conference
d. Specialized bilingual criminal justice training for Mexican law enforcement personnel.
e. Interrogates suspects, interviews witnesses, confers with peace officers, attorneys, prosecutors, and other officials from the U.S. and Mexico.

10% Supervises the administrative functions of the FPLEU, including budgeting, completed staff work, statistical reporting, and preparation of correspondence as the Department's representative to numerous officials and agencies in Mexico and California. Organizes and supervises operations to seize goods that are being illegally transported across the Mexico/United States border.

5% Provides humanitarian services to people of California through contacts in Mexico (i.e., location of sick or missing relatives, return of bodies for burial in California, checks safety of prisoners and travelers in Mexico, locates specialized medical services in California for Mexican citizens). Provides security for visits of California officials to Mexico and arranges security for Mexican officials visiting California.

5% Represents the Department in both Publish and law enforcement settings.

5% Performs other duties as 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