

DEPARTMENT OF JUSTICE
BUREAU OF INVESTIGATION
Los Angeles Regional Office
419-822-8523-002
VACANT

JOB TITLE: Special Agent in Charge

STATEMENT OF DUTIES: Under the general direction of the Assistant Director, Bureau of Investigation, the Special Agent in Charge is responsible for the overall operation of the Los Angeles Regional Office as well as a designated Bureau Program.

SUPERVISION RECEIVED: Reports directly to the Assistant Director and indirectly to the Bureau Director.

SUPERVISION EXERCISED: Directly supervises various sworn and professional staff.

TYPICAL PHYSICAL DEMANDS: See attached.

TYPICAL WORKING CONDITIONS: This position will work in a general office environment, or in a field environment, that may include remote crime scenes, harsh weather conditions, irregular hours, and statewide travel.

EXAMPLES OF DUTIES:

ESSENTIAL FUNCTIONS:

- 30% Plans, organizes, directs, and evaluates the Bureau Program as well as the general guidance for the teams in the regional office and makes recommendations regarding personnel, equipment, and the budget.
- 20% Directly supervises and evaluates the performance of Special Agent Supervisors assigned to the office. May manage several multi-jurisdictional task forces involving numerous law enforcement. May serve as an executive board member, along with other law enforcement executives for each of the task forces and/or Bureau Programs. Evaluates and acts on requests for assistance from federal, state, and local agencies.
- 15% Reviews all requests for investigative services received in the office and either accepts or rejects the requests.
- 10% Keeps the Assistant Director updated on the status, progress, and any problem areas of current investigations, personnel issues and anything related to the Field Office.

- 7% Ensures compliance with laws, rules, special orders, memorandum and policies by the Special Agents, Special Agent Supervisors and professional staff under his command.
- 3% Has functional supervision of the professional staff.
- 3% Reviews and authorizes expenditures of undercover funds and accounts for all expenditures. Handles the Time Reporting System and Case Information Management System for the Bureau Program and as needed for the Regional Office.
- 2% Assumes the duties of the Assistant Director when delegated and performs other duties as required.

MARGINAL FUNCTIONS:

- 5% Ensures the security, safekeeping, and proper distribution of evidence.
- 5% Represents the Bureau and Department at meetings with other law enforcement agencies, the press, and the public in their area of responsibility.

I have read and understand the essential functions and typical demands required of the job as stated above, and I am able to perform the essential functions with or without reasonable accommodation.

Employee's Signature Date

Supervisor's Signature Date