

Job Posting

DEPARTMENT:	Office of Attorney General
SECTION:	Organized/Criminal Law Division
CLASS:	Special Agent I or II
LOCATION:	Norristown
TYPE POSITION:	Permanent, Full-time, Non-civil service, Union
WORK HOURS:	8:30 – 5:00
SALARY RANGE:	Commensurate with experience

BASIC FUNCTION:

This is full journeyman level, criminal investigative work of a highly confidential nature performed by agents of the Office of Attorney General involving the detection and investigation of violations of the laws and statutes of the Commonwealth as specified in Section 205(A), (1) through (7), of the Act of October 15, 1980, PL , No. 164 (The Commonwealth Attorneys Act), the Public Welfare Code (Article XIV of the Act of June 13, 1967, P.L. 31, No. 21), the Pennsylvania Race Horse Development and Gaming Act (4 Pa.C.S. § 1101 et seq.), the Medicare-Medicaid Antifraud and Abuse Amendments, and other applicable Commonwealth laws, statutes, and regulations.

An employee in this class independently utilizes the entire spectrum of investigative processes and procedures in the conduct of criminal investigations ranging from the routine to the most sensitive, complex, and difficult cases. Dependent upon assignments, the employee may conduct an investigation independently or as a case agent coordinating the efforts of a team or as a team member. The employee may provide direction and guidance to a less experienced agent.

Assignments may require that the employee work irregular hours and/or an irregular work week. Work is received from a supervisor who reviews the work product of the employee through written reports and conferences to ensure accuracy, thoroughness, and compliance to established policies and procedures and to evaluate the application and effectiveness of sound judgment.

EXAMPLES OF DUTIES:

- Performs full journey level, criminal investigative work involving the detection and investigation of violations of Section 205(A), (1) through (7), of the Act of October 15, 1980, PL , No. 164 (The Commonwealth Attorneys Act), the Public Welfare Code (Article XIV of the Act of June 13, 1967, P.L. 31, No. 21), the Pennsylvania Race Horse Development and Gaming Act (4 Pa.C.S. § 1101 et seq.), the Medicare-Medicaid Antifraud and Abuse Amendments, and other applicable Commonwealth laws, statutes, and regulations.
- Conducts criminal investigations by independently applying the entire spectrum of investigative processes and procedures.
- Conducts criminal investigations independently, as a case agent leading a team of agents, or as a member of a team of agents.

- Provides guidance and direction to a less experienced agent.
- Conducts and/or assists in conducting either court approved electronic interceptions or consensual electronic surveillance.
- Examines financial records, accounting ledgers, and legal documents to detect and/or confirm illegal activity.
- Collects, evaluates, develops, and prepares evidence for presentation for prosecution.
- Conducts surveillances of individuals or locations.
- Interviews witnesses and interrogates subjects to ascertain information, evidence, and confessions.
- Makes arrests and executes searches pursuant to court-ordered warrants.
- Participates in raids and undercover assignments.
- Prepares criminal complaints and search warrants.
- Prepares written summary reports of investigative activities and detailed reports of investigations setting forth allegations and evidence.
- Collects, prepares, and submits evidence for laboratory analysis.
- Appears in court, before a district justice or a statewide investigating grand jury to present testimony and evidence as a prosecution witness and serves as the prosecution officer at the district justice level.
- Seeks out, contacts, and develops informants to procure information relating to violations of Commonwealth laws and statutes.
- Is required to qualify with an approved firearm at predetermined intervals.
- Provides information for the preparation of news releases.
- May be required to use a firearm in self-defense, the defense of fellow agents, the public, or to prevent the commission of felonious crimes.

MINIMUM EXPERIENCE AND TRAINING:

Qualifications for Special Agent I are as follows:

- Bachelor's Degree OR
- Four years of criminal investigative experience which affords the applicant the needed knowledge and skills to perform the job OR
- Associate's Degree and Act 120 Certification OR
- Associate's Degree and two years of criminal investigative experience which affords the applicant the needed knowledge and skills to perform the job OR
- Four years of military experience OR
- Any equivalent experience, training, and education

Qualifications for Special Agent II are as follows:

- Bachelor's Degree and two years of criminal investigative experience which affords the applicant the needed knowledge and skills to perform the job OR
- Six years of criminal investigative experience which affords the applicant the needed knowledge and skills to perform the job OR
- Bachelor's Degree and Act 120 Certification OR
- Master's Degree and one year of criminal investigative experience which affords the applicant the needed knowledge and skills to perform the job OR
- Four years of military experience and two years of criminal investigative experience which affords the applicant the needed knowledge and skills to perform the job OR
- Any equivalent experience, training, and education