

# Job Posting

**DEPARTMENT:** PA Office of Attorney General

**SECTION:** Bureau of Narcotics Investigation and Drug Control/  
Criminal Law Division

**CLASS:** Narcotics Agent I or II

**LOCATION:** Philadelphia

**TYPE POSITION:** Permanent, Full-time, Non-civil service, Union

**WORK HOURS:** 8:30 – 5:00

**SALARY RANGE:** Narcotics Agent I: Minimum starting salary of \$45,004  
Narcotics Agent II: Minimum starting salary of \$58,628

## **BASIC FUNCTION:**

This is criminal investigative work of a highly confidential nature performed by agents of the Bureau of Narcotics Investigation and Drug Control, Office of Attorney General, involving the detection and investigation of violations of the Controlled Substance, Drug, Device, and Cosmetic Act (an Act of April 16, 1972, P.L. 233, No. 64) and other applicable Commonwealth laws and statutes.

An employee in this class conducts or provides assistance with the conduct of criminal investigations which vary in the degree of difficulty and significance by employing all aspects of investigative processes and procedures. A Narcotics Agent I conducts investigations of cases of limited scope and complexity under the direction and guidance of an experienced agent and/or supervisor. A Narcotics Agent II may conduct an investigation independently or as a case agent coordinating the efforts of a team or as a team member and may provide direction and guidance to a less experienced agent. The employee receives formal and on-the-job training in a planned program in order to: acquire proficiency in the use and care of firearms, secure Class A certification pursuant to 18 Pa. C.S.A. 5701 et. seq., develop the skill for the effective use of scientific crime detection devices and other investigative equipment, develop competency in the techniques and conduct of criminal investigations, secure a working knowledge of the Controlled Substance, Drug, Device, and Cosmetic Act, the Crimes Code of Pennsylvania and other applicable Commonwealth laws and statutes as well as agency procedures and regulations, and develop competence in all other aspects of the criminal investigative process. Assignments may require that the employee work irregular hours and/or an irregular work week. Assignments increase in the degree of difficulty as the employee gains greater knowledge and skill through training and exposure to the entire spectrum of the investigative processes and procedures. Work is reviewed in progress and upon completion for technical accuracy, thoroughness, and the application of sound judgment.

## **EXAMPLES OF DUTIES:**

- Participates in formal classroom and on-the-job training to acquire the necessary knowledge and skill for the competent conduct of criminal investigations.
- Conducts or assists experienced agents in the conduct of criminal investigations pursuant to the Controlled Substance, Drug, Device, and Cosmetic Act (an Act of April 16, 1972, P.L. 233, No. 64).
- Collects, evaluates, develops, and prepares evidence for presentation for prosecution or provides assistance with this task.
- Conducts or assists with the conduct of the surveillance of individuals or locations.
- Seeks out, contacts, and develops informants to procure information or receives training and instruction in the principles of seeking out, contacting, and developing informants to procure information relating to violations of the Controlled Substance Drug, Device, and Cosmetic Act and other applicable Commonwealth laws and statutes.
- Conducts or assists in the conduct of interviews of witnesses and interrogation of subjects to ascertain information, evidence, and confessions.
- Prepares or assists in the preparation of criminal complaints and search warrants.
- Makes or assists in making arrests and executing searches pursuant to court-authorized warrants.
- Upon the receipt of Class A certification, conducts or assists an experienced agent and/or supervisor in the conduct of both consensual electronic and court-authorized surveillance.
- Examines or assists in the examination of financial records and legal documents to detect and/or confirm illegal activity.
- Inspects or assists in the inspection of licensed individuals and establishments involved in legitimate drug distribution.
- Prepares and executes or assists in the preparation and execution of administrative warrants and assists in the conduct of audits on licensed practitioners.
- Participates in raids and undercover assignments.
- Prepares or assists in the preparation of written summary reports of investigative activities and detailed reports of investigations setting forth allegations and evidence.
- Conducts or assists in the conduct of seizures of vehicles and other conveyances and prepares or assists in the preparation of all documents necessary for forfeiture proceedings.
- Collects, prepares, and submits evidence for laboratory analysis or provides assistance with this task.
- Appears in court, before a district justice, a statewide investigating grand jury, and all levels of the judicial process to present testimony and evidence as a prosecution witness.
- Is required to qualify with a Bureau approved firearm at predetermined intervals.
- 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.
- Other duties as required.

## **MINIMUM EXPERIENCE AND TRAINING:**

### **Qualifications for Narcotics Agent I are as follows:**

- Graduation from an accredited college or university with a bachelor's degree in Criminology, Criminal Justice, Police Science or a related major OR
- Four years of criminal investigative work of a technical level which affords the applicant the required knowledge, skills, and abilities OR
- Any equivalent combination of experience, training, and education.

### **Qualifications for Narcotics Agent II are as follows:**

- Graduation from an accredited college or university with a bachelor's degree in Criminology, Criminal Justice, Police Science or a related major and two years of qualifying experience in the law enforcement field OR
- Six years of criminal investigative work of a technical level equivalent to the duties and responsibilities performed by a Narcotics Agent I OR
- Any equivalent combination of experience, training, and education

## **NECESSARY SPECIAL REQUIREMENTS:**

- The ability to operate a motor vehicle and the possession of a valid motor vehicle operator's license.
- Must be determined to be physically capable of performing the duties inherent to the position.