

Job Posting

DEPARTMENT: Office of Attorney General

SECTION: Bureau of Narcotics Investigations/Criminal Law Division

CLASS: Narcotics Agent I or II

LOCATION: Wilkes-Barre

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 entrance level, 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 serves in this classification for a period of two years. During this period 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. Work involves assisting experienced agents in the conduct of difficult and complex criminal investigations, conducting criminal investigations of cases of limited scope and complexity under the direction and guidance of an experienced agent and/or supervisor. 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. Employees receive guidance and directions from experienced agents and/or supervisors. 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.
- Assists experienced agents in the conduct of sensitive and complex criminal investigations or conducts routine criminal investigations of limited scope and complexity under the direction and guidance of an experienced agent and/or supervisor pursuant to the Controlled Substance, Drug, Device, and Cosmetic Act (an Act of April 16, 1972, P.L. 233, No. 64).
- Assists in the collection, evaluation, development, and preparation of evidence for presentation for prosecution.
- Assists in the surveillance of individuals or locations.
- 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.
- Assists in the interviewing of witnesses and interrogation of subjects to ascertain information, evidence, and confessions.
- Assists in the preparation of criminal complaints and search warrants or prepares criminal complaints and search warrants under the direction and guidance of an experienced agent and/or supervisor.
- Assists in making arrests and executing searches pursuant to court-authorized warrants.
- Upon the receipt of Class A certification, assists an experienced agent and/or supervisor in the conduct of both consensual electronic and court-authorized surveillance.
- Assists in the examination of, or examines under the direction and guidance of an experienced agent and/or supervisor, financial records and legal documents to detect and/or confirm illegal activity.
- Assists in the inspection of licensed individuals and establishments involved in legitimate drug distribution.
- Assists in the preparation and execution of administrative warrants and assists in the conduct of audits on licensed practitioners or does so under the direction and guidance of an experienced agent and/or supervisor.
- Participates in raids and undercover assignments.
- Assists in the preparation of, or prepares under the direction and guidance of an experienced agent and/or supervisor, written summary reports of investigative activities and detailed reports of investigations setting forth allegations and evidence.
- Assists in the conduct of seizures of vehicles and other conveyances and assists in the preparation of all documents necessary for forfeiture proceedings or does so under the direction and guidance of an experienced agent and/or supervisor.
- Assists in the collection, preparation, and submission of evidence for laboratory analysis or performs such activities under the direction and guidance of an experienced agent and/or supervisor.
- 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.
- Must be free of prominent or enlarged scars, disfigurements, protuberances, congenital blemishes or tattoo markings which would easily distinguish a person from others in a mixed crowd.