

Job Posting

DEPARTMENT:	Office of Attorney General
SECTION:	Medicaid Fraud Control Section/Criminal Law Division
CLASS:	Special Agent I or II
LOCATION:	North Huntingdon
TYPE POSITION:	Permanent, Full-time, Non-civil service, Union
WORK HOURS:	8:30 – 5:00
SALARY RANGE:	Minimum starting salary Special Agent I - \$46,130 Minimum starting salary Special Agent II - \$60,088

BASIC FUNCTION:

This is 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 The Commonwealth Attorneys Act, the Public Welfare Code, and other applicable Commonwealth laws, statutes, and regulations.

An employee in this position utilizes the entire spectrum of investigative processes and procedures in the conduct of or in providing assistance with the conduct of criminal investigations ranging from routine to the most sensitive, complex, and difficult cases. A Special Agent I conducts investigations of cases of limited scope and complexity under the direction and guidance of an experienced agent and/or supervisor. A Special 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. 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:

- Conducts and/or assists in conducting either court approved electronic interceptions or consensual electronic surveillance
- Examines or assists in the examination of financial records, accounting ledgers, and legal documents to detect and/or confirm illegal activity
- Collects, evaluates, develops, and prepares evidence for presentation for prosecution or provides assistance with these tasks
- Conducts or assists with the conduct of surveillance of individuals or locations
- Interviews or assists in the interviewing of witnesses and interrogation of subjects to ascertain information, evidence, and confessions

- Makes or assists in making arrests and executing searches pursuant to court-ordered warrants
- Participates in raids and undercover assignments
- Prepares or assists with the preparation of criminal complaints and search warrants
- Prepares or assists with the preparation of written summary reports of investigative activities and detailed reports of investigations setting forth allegations and evidence
- Collects, prepares, and submits evidence for laboratory analysis or provides assistance with this task
- Appears in court before a district justice or a statewide investigating grand jury to present testimony and evidence as a prosecution witness and may serve as the prosecution officer at the district justice level
- 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 Commonwealth laws and statutes
- Is required to qualify with an approved firearm at predetermined intervals
- Assists with and/or provides information for the preparation of press 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