



Attorney General Josh Shapiro Job Posting – Special Agent IV

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| SECTION: | Office of Professional Responsibility/Executive Office |
| CLASS: | Special Agent IV |
| LOCATION: | Harrisburg |
| POSITION TYPE: | Permanent, Full-time, Non-civil service, Non-Union |
| WORK HOURS: | 8:30 – 5:00 |
| SALARY RANGE: | Minimum starting salary \$74,876 |

BASIC FUNCTION:

This position is responsible for performing pre-employment background investigations for permanent and temporary employees and for individuals contracted to work or provide services in OAG offices.

Agents in this unit perform thorough, in-depth investigations of applicants by performing tasks such as: conducting interviews of the applicant, neighbors, employers, and references; verifying vital statistics, citizenship, education, professional licensing/training, military service/character of service, and employment history; obtaining criminal history and driver's license records; conducting credit checks, public record checks, internet searches, and immigration and customs checks; and obtaining additional relevant information and/or conducting additional interviews that are pertinent to the investigation. The agent will be involved in the coordination of pre-employment testing for Criminal Law agents, i.e. physical, psychological, and polygraph examinations.

EXAMPLES OF DUTIES:

- Gathers the appropriate documentation including, but not limited to:
 - Educational documents
 - Military records
 - Birth certificate
 - Social Security card
 - State issued photo ID/driver's license
- Conducts phone calls throughout various steps of the background investigation to obtain needed information
- Travels to various offsite locations including, but not limited to:
 - Courthouses
 - Neighborhoods

- Police Departments
 - Employers
- Coordinates/schedules physical and psychological evaluations with the appropriate medical providers
- Performs related work as required

MINIMUM EXPERIENCE AND TRAINING:

- Two years as a Special Agent III OR
- Graduation from an accredited college or university with a Bachelor's Degree in Criminology, Criminal Justice, Political Science, or a related major and five years of qualifying experience in the law enforcement field OR
- Nine years of criminal investigative work of a technical level equivalent to the duties and responsibilities performed by a Special Agent OR
- Any equivalent experience, training, and education

This agent will be sent to polygraph training. As a result, the agent will be required to remain with the OAG for two years, beginning with completion of the training. Separation from the OAG during this two-year period will result in repayment of the associated costs to the OAG.