



## Attorney General Josh Shapiro Job Posting – Special Agent II

<b>SECTION:</b>	Gaming Unit/Bureau of Criminal Investigation/ Criminal Law Division
<b>CLASS:</b>	Special Agent II
<b>LOCATION:</b>	Pittsburgh
<b>POSITION TYPE:</b>	Full-time, Non-civil Service, Union
<b>WORK HOURS:</b>	8:30 – 5:00
<b>SALARY RANGE:</b>	Pay Range 8: Starting salary \$60,088

### **BASIC FUNCTION:**

This position involves 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 Pennsylvania Race Horse Development and Gaming Act, and other applicable Commonwealth laws, statutes, and regulations.

An employee in this position 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. 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.

Assignments may require that the employee work irregular hours and/or an irregular work week. Employees in the Gaming Unit work plain clothed and in limited undercover proactive capacities in the investigation of the above listed acts.

## **EXAMPLES OF DUTIES:**

- Works closely with the following groups in order to obtain needed information related to investigations:
  - The Pennsylvania Gaming Control Board
  - The Pennsylvania State Police assigned to Gaming Enforcement
  - Local, state, and federal agencies
  - Casino security, surveillance, games departments, and casino cages
- 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:**

- 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
- 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