



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

<b>SECTION:</b>	Bureau of Criminal Investigation/Criminal Law Division
<b>CLASS:</b>	Special Agent II
<b>LOCATION:</b>	Norristown
<b>POSITION TYPE:</b>	Full-time, Non-civil service, Union
<b>WORK HOURS:</b>	8:30 – 5:00
<b>SALARY RANGE:</b>	Starting salary of \$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. Agents assigned to the Bureau of Criminal Investigation investigate and assist in the prosecution of a complete spectrum of crimes ranging from the simplest of misdemeanors, to complex corrupt organizations and conspiracies, to first-degree murder cases wherein the death penalty is sought and sentenced.

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 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 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 or provides assistance with these tasks
- Conducts surveillance of individuals or locations
- Interviews witnesses and interrogates subjects to ascertain information, evidence, and

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- 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 may serve 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 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:**

**In addition to the below qualifications, Special Agents must have Act 120 certification, an Act 120 equivalent training certification, or have attended the Commonwealth Investigators Training Program.**

- 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