



Attorney General Josh Shapiro Job Posting – Special Agent Trainee/I/II

SECTION: Financial Crimes Unit/Bureau of Criminal Investigation/
Criminal Law Division

CLASS: Special Agent Trainee/I/II

LOCATION: Location TBD, Accepting candidates statewide

POSITION TYPE: Full-time, Non-civil service, Union

WORK HOURS: 8:30 – 5:00

SALARY RANGE: Special Agent Trainee: Starting salary of \$46,130
Special Agent I: Starting salary of \$46,130
Special Agent II: Starting salary of \$60,088

BASIC FUNCTION:

The PA Office of Attorney General is seeking a criminal agent in the Financial Crimes Unit. This position involves criminal investigative work of a highly confidential nature 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. The classification and level of the selected candidate will be determined based on the candidate's experience and training.

Special Agents of the Office of Attorney General utilize 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 lead coordinating the efforts of a team or as a team member, and may provide direction and guidance to a less experienced investigator or 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:

A Special Agent I could perform the below duties under the direction and guidance of an experienced agent and/or supervisor. A Special Agent II could perform the below duties independently.

- Collects, evaluates, and develops evidence and prepares it for orderly presentation for prosecution
- Conducts surveillance of individuals or locations
- Conducts investigations relating to violations of Commonwealth laws and statutes
- Seeks out, contacts, and develops informants to obtain information relating to violations of Commonwealth laws and statutes
- Examines financial records, accounting ledgers, and legal documents to detect and/or confirm illegal activity
- Interviews witnesses and interrogates subjects to ascertain information, evidence, and confessions
- Utilizes various computer input and retrieval equipment to ascertain information
- Collects, prepares, and submits evidence for laboratory analysis
- Appears in court, before a district judge, or a statewide investigating grand jury and offers testimony as a prosecution witness
- Prepares written summary reports of investigations
- Provides information for the preparation of news releases
- Conducts and/or assists in conducting either court approved electronic interceptions or consensual electronic surveillance
- Makes arrests and executes searches pursuant to court-ordered warrants
- Participates in raids and undercover assignments
- Prepares criminal complaints and search warrants
- Is required to qualify with an 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

EXPERIENCE AND TRAINING:

Applicants that do not have Act 120 certification, or a certification from an equivalent training program as determined by the Office of Attorney General, are hired as Special Agent Trainees. Agent Trainees must participate in the Office of Attorney General Agent Field Training Program and must participate in and successfully complete the Commonwealth Investigators Training Program (CITP). Upon successful completion of the CITP, Special Agent Trainees will be reclassified to Special Agent I or Special Agent II based on their education and investigative experience.

Qualifications for Special Agent Trainee are as follows:

- Graduation from an accredited college or university with a bachelor's degree OR
- Graduation from an accredited college or university with an associate's degree and two years of experience conducting investigations which require the creation of written reports, collection of evidence, and to testify in a formal setting OR
- Four years of experience conducting investigations which require the creation of written reports, collection of evidence, and to testify in a formal setting OR
- Six years of relevant military experience OR
- Graduation from an accredited college or university with an associate's degree and five years of specific subject matter expertise related to a specialized field of investigation OR
- Any equivalent combination of education, investigative experience, military experience, subject matter expertise, and training that may be deemed appropriate

In addition to the below qualifications, applicants must have Act 120 certification, certification from an Act 120 equivalent training program as determined by the Office of Attorney General, or have successfully completed the Commonwealth Investigators Training Program.

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 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
- 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

PREFERRED QUALIFICATIONS:

- A four year degree from an accredited educational institution, preferably in Accounting or similar field