



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

<b>SECTION:</b>	Gun Violence Task Force/Criminal Law Division
<b>CLASS:</b>	Special Agent Trainee/I/II
<b>LOCATION:</b>	Philadelphia
<b>POSITION TYPE:</b>	Full-time, Non-civil service, Union
<b>WORK HOURS:</b>	8:30 – 5:00
<b>SALARY RANGE:</b>	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 Special Agent classification 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 Public Welfare Code, and other applicable Commonwealth laws, statutes, and regulations.

Special Agents 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 agent coordinating the efforts of a team or as a team member and 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.

### **EXAMPLES OF DUTIES:**

- Utilizes ATF databases (Etrace) to research, recover, and share information involving firearms
- Conducts surveillance at Gun Shows and conducts outreach with Federal Firearms Dealers
- 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
- 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:**

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