



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

**SECTION:** Bureau of Narcotics Investigation & Drug Control/Criminal Law Division

**CLASS:** Narcotics Agent Trainee/I/II

**LOCATION:** State College

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

**WORK HOURS:** 8:30 – 5:00

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

### **BASIC FUNCTION:**

This is criminal investigative work of a highly confidential nature involving the detection and investigation of violations of the Controlled Substance, Drug, Device, and Cosmetic Act; and other applicable Commonwealth laws and statutes.

An employee in this position conducts or provides assistance with the conduct of criminal investigations which vary in the degree of difficulty and significance by employing all aspects of investigative processes and procedures. A Narcotics Agent I conducts investigations of cases of limited scope and complexity under the direction and guidance of an experienced agent and/or supervisor. A Narcotics 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 increase in the degree of difficulty as the employee gains greater knowledge and skill through training and exposure to the entire spectrum of the investigative processes and procedures. Work is reviewed in progress and upon completion for technical accuracy, thoroughness, and the application of sound judgment.

Narcotics Agents work in an undercover capacity in various situations and in high crime areas throughout the Commonwealth. Assignments may require that the employee work irregular hours and/or an irregular work week, and may include extended stays away from the headquartered location.

## **EXAMPLES OF DUTIES:**

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

- Participates in formal classroom and on-the-job training to acquire the necessary knowledge and skill for the competent conduct of criminal investigations
- Conducts criminal investigations pursuant to the Controlled Substance, Drug, Device, and Cosmetic Act (an Act of April 16, 1972, P.L. 233, No. 64)
- Collects, evaluates, develops, and prepares evidence for presentation for prosecution or provides assistance with this task
- Conducts surveillance of individuals or locations
- Seeks out, contacts, and develops informants to procure information or receives training and instruction in the principles of seeking out, contacting, and developing informants to procure information relating to violations of the Controlled Substance Drug, Device, and Cosmetic Act and other applicable Commonwealth laws and statutes
- Conducts interviews of witnesses and interrogation of subjects to ascertain information, evidence, and confessions
- Prepares criminal complaints and search warrants
- Makes arrests and executes searches pursuant to court-authorized warrants
- Upon the receipt of Class A certification, conducts both consensual electronic and court-authorized surveillance
- Examines financial records and legal documents to detect and/or confirm illegal activity
- Inspects licensed individuals and establishments involved in legitimate drug distribution
- Prepares and executes administrative warrants and assists in the conduct of audits on licensed practitioners
- Participates in raids and undercover assignments
- Prepares written summary reports of investigative activities and detailed reports of investigations setting forth allegations and evidence
- Conducts seizures of vehicles and other conveyances and prepares all documents necessary for forfeiture proceedings
- Collects, prepares, and submits evidence for laboratory analysis
- Appears in court, before a district justice, a statewide investigating grand jury, and all levels of the judicial process to present testimony and evidence as a prosecution witness
- Is required to qualify with a Bureau 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
- Other duties as required

## **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 Narcotics 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, Narcotics Agent Trainees will be reclassified to Narcotics Agent I or Narcotics Agent II based on their education and investigative experience.

### **Qualifications for Narcotics 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, Narcotics Agents must have Act 120 certification, an Act 120 equivalent training certification, or have attended the Commonwealth Investigators Training Program.**

### **Qualifications for Narcotics 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 Narcotics 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