



Attorney General Josh Shapiro Job Posting – Narcotics Agent II

SECTION:	Bureau of Narcotics Investigation and Drug Control/Criminal Law Division
CLASS:	Narcotics Agent II
LOCATION:	Lemoyne
POSITION TYPE:	Full-time, Non-civil service, Union
WORK HOURS:	8:30 – 5:00
SALARY RANGE:	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 criminal investigations which vary in the degree of difficulty and significance by employing all aspects of investigative processes and procedures. 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 may require that the employee work irregular hours and/or an irregular work week. 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.

EXAMPLES OF DUTIES:

- 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

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- 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 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 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 or provides assistance with this task
 - 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:

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 II are as follows:

- Graduation from an accredited college or university with a bachelor's degree in Criminology, Criminal Justice, Police Science or a related major and two years of qualifying experience in the law enforcement field OR
- Six years of criminal investigative work of a technical level equivalent to the duties and responsibilities performed by a Narcotics Agent I OR
- Any equivalent combination of experience, training, and education

SPECIAL REQUIREMENTS:

- The ability to operate a motor vehicle and the possession of a valid motor vehicle operator's license
- Must be determined to be physically capable of performing the duties inherent to the position