



## Attorney General Josh Shapiro Job Posting – Narcotics Agent III

<b>SECTION:</b>	Bureau of Narcotics Investigation & Drug Control/ Criminal Law Division
<b>CLASS:</b>	Narcotics Agent III
<b>LOCATION:</b>	State College
<b>POSITION TYPE:</b>	Full-time, Non-civil service, Union
<b>WORK HOURS:</b>	8:30 – 5:00
<b>SALARY RANGE:</b>	Pay Range 9: Starting salary of \$72,023

### **BASIC FUNCTION:**

This position performs first level supervisory, 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. The position reports directly to the Regional Director of the State College Regional Office, and supervises both sworn and non-sworn personnel in the Regional Office.

An employee in this position utilizes the entire spectrum of investigative processes and procedures in the conduct of criminal investigations ranging from routine to the most sensitive, complex, and difficult cases, and supervises subordinates in the conduct of such investigations. The employee may conduct an investigation independently or supervise the efforts of subordinate agents by providing direction and guidance. Work may be received from a superior 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.

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 Regional Office.

## **EXAMPLES OF DUTIES:**

- Assigns cases to and reviews work of subordinate agents
- Evaluates the work performance of subordinates
- Recommends either favorable or adverse personnel actions
- Maintains staff efficiency by authorizing employee leave
- Collects, evaluates, develops, and prepares evidence for presentation for prosecution
- Supervises the conduct of, or conducts, surveillance of individuals or locations
- Seeks out, contacts, and develops informants to procure information
- 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
- Supervises the examination of, or examines financial records and legal documents to detect and 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, and supervises and directs such activity
- 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:**

**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.**

- Two years as Narcotics Agent II OR
- Graduation from an accredited college or university with a Bachelor's Degree in Criminology, Criminal Justice, Police Science, or a related major and four years of qualifying experience in the law enforcement field OR
- Eight years of criminal investigative work which affords the applicant the required knowledge, skills, and abilities OR
- Any equivalent combination of experience, training, and education

**NECESSARY 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