



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

SECTION:	Gaming Unit/Bureau of Criminal Investigation/ Criminal Law Division
CLASS:	Special Agent Trainee/I/II
LOCATION:	Norristown
POSITION TYPE:	Full-time, Non-civil Service, Union
WORK HOURS:	8:30 – 5:00
SALARY RANGE:	Special Agent Trainee: Starting salary of \$48,467 Special Agent I: Starting salary of \$55,331 Special Agent II: Starting salary of \$63,114

BASIC FUNCTION:

This position 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 Pennsylvania Race Horse Development and Gaming Act, and other applicable Commonwealth laws, statutes, and regulations.

An employee in this position independently utilizes the entire spectrum of investigative processes and procedures in the conduct of criminal investigations ranging from the routine to the most sensitive, complex, and difficult cases. Dependent upon assignments, the employee may conduct an investigation independently or as a case agent coordinating the efforts of a team or as a team member. The employee 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.

Assignments may require that the employee work irregular hours and/or an irregular work week. Employees in the Gaming Unit work plain clothed and in limited undercover proactive capacities in the investigation of the above listed acts.

EXAMPLES OF DUTIES:

A Special Agent Trainee/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.

- Works closely with the following groups in order to obtain needed information related to investigations:
 - The Pennsylvania Gaming Control Board
 - The Pennsylvania State Police assigned to Gaming Enforcement
 - Local, state, and federal agencies
 - Casino security, surveillance, games departments, and casino cages
- Conducts and/or assists in conducting either court approved electronic interceptions or consensual electronic surveillance
- Examines financial records, accounting ledgers, and legal documents to detect and/or confirm illegal activity
- Collects, evaluates, develops, and prepares evidence for presentation for prosecution
- Conducts surveillances of individuals or locations
- Interviews witnesses and interrogates subjects to ascertain information, evidence, and confessions
- Makes arrests and executes searches pursuant to court-ordered warrants
- Participates in raids and undercover assignments
- Prepares criminal complaints and search warrants
- Prepares written summary reports of investigative activities and detailed reports of investigations setting forth allegations and evidence
- Collects, prepares, and submits evidence for laboratory analysis
- Appears in court before a district justice or a statewide investigating grand jury to present testimony and evidence as a prosecution witness and serves as the prosecution officer at the district justice level
- Seeks out, contacts, and develops informants to procure information relating to violations of Commonwealth laws and statutes
- Is required to qualify with an approved firearm at predetermined intervals
- Provides information for the preparation of news 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, Special Agents must have Act 120 certification, an Act 120 equivalent training certification, or have attended 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