



Attorney General Josh Shapiro Job Posting – Special Agent II

SECTION:	Financial Crimes Unit/Bureau of Criminal Investigation/ Criminal Law Division
CLASS:	Special Agent II
LOCATION:	Harrisburg, Norristown, or Pittsburgh
POSITION TYPE:	Full-time, Non-civil service, Union
WORK HOURS:	8:30 – 5:00
SALARY RANGE:	Starting salary of \$63,114

BASIC FUNCTION:

The PA Office of Attorney General is seeking a criminal agent in the Financial Crimes Unit. The Financial Crimes Unit investigates individuals and businesses suspected of criminal or other unlawful activity (e.g., fraud, embezzlement, breach of fiduciary duty, misapplication of entrusted funds or property, forgery or falsifying business records) principally through the examination and analysis of their financial records.

This position involves criminal investigative work of a highly confidential nature 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 of the Office of Attorney General 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 II may conduct an investigation independently, or as a case lead coordinating the efforts of a team or as a team member, and may provide direction and guidance to a less experienced investigator or agent. Assignments may require that the employee work irregular hours and/or an irregular work week. 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:

- Collects, evaluates, and develops evidence and prepares it for orderly presentation for prosecution
- Conducts surveillance of individuals or locations
- Conducts investigations relating to violations of Commonwealth laws and statutes
- Seeks out, contacts, and develops informants to obtain information relating to violations of Commonwealth laws and statutes
- Examines financial records, accounting ledgers, and legal documents to detect and/or confirm illegal activity
- Interviews witnesses and interrogates subjects to ascertain information, evidence, and confessions
- Utilizes various computer input and retrieval equipment to ascertain information
- Collects, prepares, and submits evidence for laboratory analysis
- Appears in court, before a district judge, or a statewide investigating grand jury and offers testimony as a prosecution witness
- Prepares written summary reports of investigations
- Provides information for the preparation of news releases
- Conducts and/or assists in conducting either court approved electronic interceptions or consensual electronic surveillance
- Makes arrests and executes searches pursuant to court-ordered warrants
- Participates in raids and undercover assignments
- Prepares criminal complaints and search warrants
- Is required to qualify with an 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

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- General knowledge of accepted accounting principles and practices
- General knowledge of financial and business record keeping, including computerized data records
- General knowledge of the accounting cycle
- General knowledge of corporate structures including subsidiary activities and companies
- General knowledge of governmental and fund accounting
- Basic knowledge of the principles of business law
- Skill in reviewing accounting transactions for conformance with generally accepted accounting principles
- Skill in constructing an organized and detailed account of financial transactions from disorganized records
- Skill in interpreting financial statements and other financial reports
- Skill in evaluating internal control procedures for public and private organizations and identifying improvements
- Skill in preparing written reports
- Skill in oral communication including testifying

MINIMUM EXPERIENCE AND TRAINING:

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.

- 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

PREFERRED QUALIFICATIONS:

- A Bachelor's degree from an accredited educational institution, in Business Administration, Accounting, Finance, and/or Economics
- Knowledge of law enforcement investigation methods and how to adapt them to unexpected developments or nonstandard circumstances
- Experience in interviewing and questioning witnesses
- Knowledge of the rules of evidence for criminal and civil cases
- Knowledge in evaluating complaints, identifying legal issues, applying pertinent statutes and precedents, and determining a course