

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV24634</b>
<b>Job Class Code:</b>	<b>660</b>	<b>Salary Schedule:</b>	<b>ASRRSPAGT</b>
<b>EEO Category:</b>	<b>04</b>	<b>Grade:</b>	<b>21</b>
<b>Workers Comp Code:</b>	<b>7720</b>		

<b>Job Code Established:</b>	<b>01/14/81</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Miscellaneous Investigation, Control, and Inspection Series

**JOB CODE TITLE:** SPECIAL AGENT

**HRIS TITLE:** SPCL AGT

**CHARACTERISTICS OF THE CLASS:** Works under general supervision of the Assistant Chief Special Agent. Authority to review allegations, complaints and other information that could lead to a criminal or civil prosecution; determine case plan and direction; to carry out undercover surveillance activities; to conduct searches, seize evidence, detain/arrest suspects. May encounter a degree of hazard in working undercover. May also encounter long hours of research, fluctuating work hours, interviewing or interrogating hostile witnesses, and making arrests. some travel as required. Performs statewide, national, and at times, international civil and criminal investigations of a highly complex nature, working with a high degree of independence. Work involves the writing of affidavits to obtain search and arrest warrants and wiretaps; obtaining search/arrest warrants; serving warrants, conducting searches, making seizures, wiretaps, and/or arrests, and booking suspects; performing in undercover roles, infiltrating and penetrating criminal organizations or conspiratorial groups, including white collar crime, organized crime, securities fraud, medical provider fraud, real estate fraud, computer fraud, official corruption, environmental crimes, financial fraud and racketeering. This class is distinguished from other investigator classes by its responsibility for writing affidavits to obtain warrants for conducting searches, making seizures, wiretaps, and arrests; not limited to agency specific violations; and at times may be called upon to conduct investigations in foreign countries.

Work product consists of effective methods and techniques of undercover law enforcement work and surveillance. Responsible for developing plans and strategies for complex civil and criminal investigations in accordance with all applicable laws including: researching, identifying, and analyzing information for indictment and prosecution; conducting undercover surveillance activities; executing search warrants, arrest warrants, wire taps; detaining/arresting suspects; identifying, locating and interviewing witnesses; collecting evidence; and testifying in court and grand jury hearings.

**EXAMPLES OF DUTIES:** Reviews allegations, complaints, or other information to determine whether applicable violation is within attorney general's jurisdiction. Devises an investigative plan. Develops criminal intelligence information. Analyzes documents and records. Writes detailed investigative reports. Participates in tactical operations including undercover surveillance activities, infiltration of target businesses, and wire tap operations. Confers with unit attorneys regarding progress of investigation. Operates computer equipment to gather criminal history background, gather financial data, and perform statistical analyses. Conducts interviews of victims, witnesses, and suspects in criminal and civil investigations. Drives vehicle to various locations throughout the state, as necessary, in carrying out assignments. Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** civil and criminal laws applicable in the State of Arizona, particularly State, Federal and local laws concerning fraud, misrepresentation, official corruption, embezzlement, tax evasion, extortion and racketeering; investigative procedures/laws of foreign countries; methods, techniques, procedures

and practices in criminal investigation; court procedures, practices, rules and traditions; effective methods and techniques of undercover law enforcement work and surveillance; work organization techniques; interviewing and interrogation techniques; undercover law enforcement and surveillance techniques.

**Ability to:** interpret and apply Federal and State laws, agency rules, regulations and policies regarding investigations; locate, gather, compile, preserve and evaluate collected information; communicate verbally and in writing; establish and maintain interpersonal relations.

**Skill in:** handling/using firearms.

**SPECIAL SELECTION FACTORS:** Prior to acquiring permanent status: Arizona Peace Officers Standards and Training (AzPOST) Board Certification