

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV24635
Job Class Code:	660	Salary Schedule:	ASRRSPAGT
EEO Category:	04	Grade:	23
Workers Comp Code:	7720		

Job Code Established:	01/14/81	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Special Agent Series

JOB CODE TITLE: SPECIAL AGENT SUPERVISOR

HRIS TITLE: SPCL AGT SPV

CHARACTERISTICS OF THE CLASS: Works under general supervision of the Assistant Chief Special Agent. Authority to review, prioritize and assign investigations within established guidelines and procedures; determine unit work flow and directions. 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. Leads, as a working supervisor, a unit of Special Agents performing full professional level investigations of a highly complex nature in support of prosecution of designated kinds of offenses, including white collar crime, organized crime, securities fraud, official corruption, environmental crimes, financial fraud and racketeering. Schedules, assigns, and evaluates work.

EXAMPLES OF DUTIES: Devises a schedule of work for self and others within work unit. Reads, examines and reviews reports prepared by staff within work unit; makes corrections and adjustments. Assists 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. Compiles information for, and writes, periodic reports on activities of work unit. Drives vehicle to various locations throughout the state, as necessary, in carrying out assignments. Performs related work as required.

WORK RESULTS/PRODUCTS: Functioning work unit. Investigations completed and cases prosecuted; evidence secured and preserved; reports written. Plans and strategies developed for complex civil and criminal investigations in accordance with all applicable laws.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: the principles and practices, methods and techniques of work and project management, training and supervision; civil and criminal laws applicable in the State of Arizona, particularly State, Federal and local laws concerning fraud, misrepresentation, officer corruption, embezzlement, tax evasion, extortion and racketeering; the methods, techniques, procedures and practices of criminal investigations; court procedures, practices, rules and traditions; effective methods and techniques of undercover law enforcement work and surveillance; techniques and methods of investigative courses; interview and interrogation techniques and methods.

Ability to: organize, plan and direct investigative courses; interpret and apply Federal and State laws, agency rules, regulations and policies governing investigations; locate, gather, compile, preserve and evaluate collected information; communicate verbally and in writing; establish and maintain interpersonal relationships; interview and interrogate; develop plans and strategies for complex civil and criminal investigations in accordance with all applicable laws; assign, coordinate and evaluate work.

Skill in: handling/using firearms.

SPECIAL SELECTION FACTOR: Requires Arizona Peace Officers Standards and Training (AzPOST) Board Certification