

ASSISTANT SPECIAL AGENT IN CHARGE

KIND OF WORK

Supervisory criminal investigation work.

NATURE AND PURPOSE

The incumbent in this class is responsible for supervising and directing regional delivery and execution of investigative services with management of the assigned Bureau of Criminal Apprehension's (BCA) staff of law enforcement agents, professional and administrative support staff. This employee may also participate in complex investigations and provide assistance and consultation to Bureau investigators in difficult cases.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Plan and direct the activities of an assigned section so that maximum effectiveness is derived from the allotted work force.

Assist the Special Agent in Charge with planning, developing and managing the section's operating budget so that the operation will be cost efficient.

Evaluate section operations to promote and develop the section's short-term and long range goals

Coordinate, prepare and conduct in-service training for all section personnel so that each person is adequately trained to carry out assigned work.

Maintain liaison with federal, state and local law enforcement authorities so that a coordination effort may exist.

Exercise leadership in the investigative area to assure that approved methods and procedures are followed by investigators in the performance of their duties.

Provide feedback to Special Agents in Charge and management about the changing needs of the Bureau's law enforcement clients.

Review, identify and create new policies and procedures to improve the BCA's performance and efficiency.

To perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of criminal behavior.

Extensive knowledge of state, federal and local criminal laws.

Extensive knowledge of the principles and practices of modern criminal investigation.

Principles of management, budgeting, planning decision making and the use of sound judgment.

Thorough knowledge of management procedures, labor contracts and administrative rules.

Extensive knowledge of ballistics, chemistry, physics and mechanics as related to crime detection.

Skills in:

Negotiation and gaining compliance. Supervision and leadership.

Planning, strategy collaboration and organization.

Analysis and writing skills sufficient to assimilate large quantities of information and summarize accurately, concisely and in an easily understandable manner.

Ability to:

Direct the work of others, supervise, evaluate performance and make recommendations.

Establish and maintain effective working relationships with other law enforcement agencies, victims and the general public.

Communicate clearly, concisely and tactfully with others. Analyze criminal evidence and direct investigations.

Gain compliance, influence and change behavior.

Direct, coach and motivate a staff of highly trained and dedicated professionals.

NECESSARY SPECIALIZED QUALIFICATIONS

Required to be a Minnesota licensed peace officer.