

SPECIAL AGENT IN CHARGE

KIND OF WORK

Advanced supervisory criminal investigation work.

NATURE AND PURPOSE

The incumbent in this class is responsible for supervising and directing the activities of a specific section of the Bureau of Criminal Apprehension's (BCA) staff of law enforcement agents, professional and administrative support staff. This employee may also participate in important 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 investigative unit so that maximum effectiveness is derived from the allotted work force.

Plan, develop and control the unit's operating budget so that the operation will be cost efficient.

Prepare and conduct in-service training for all unit 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 other Special Agents in Charge and management about the changing needs of the Bureau's law enforcement clients.

Purchase and direct the maintenance of unit's equipment so that staff has appropriate resources to perform their function.

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.

Analytical skills to assess and evaluate sensitive information and criminal justice intelligence data.

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

Extensive knowledge of management procedures and supervisory skills.

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

Skill in:

Negotiation and gaining compliance.

Supervision and leadership.

Planning, strategy and collaboration.

Organization.

Ability to:

Direct the work of others.

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

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

Develop statewide strategic planning, information sharing policy and guidelines.

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

NECESSARY SPECIALIZED QUALIFICATIONS

Required to be a Minnesota licensed peace officer.