

SPECIAL AGENT SENIOR

KIND OF WORK

Lead work and/or technical expertise in complex criminal investigation.

NATURE AND PURPOSE

An incumbent in this class provides direction and leadership as a subject matter expert to Special Agents within a specialized section and region of the state to manage, conduct and coordinate the State's most complex, sensitive, multi-jurisdictional felony investigations.

Job Evaluation profile narrative (Hay method):

Know How Requires a detailed understanding of State and Federal criminal statutes, recent State and Federal court cases, criminal investigation policies and procedures of the Bureau and Department of Public Safety, investigation equipment and various legal standards.

Requires human relations skills for the mix and match of caseloads and the administrative role.

Problem Solving Requires interpretive problem solving within the guidelines of policies and occupational principles, in a variety of atypical and changing situations which require judgment sufficient to obtain and evaluate information, analyze complex criminal schemes, selectively employ and adapt investigative techniques, prioritize and exhaust all leads, and bring each investigation to a logical conclusion.

Accountability Work is regulated by broad practices and procedures. Impact is contributory.

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

Provides field direction and coordination within assigned section so that all assignments are carried out efficiently and effectively.

Conducts training sessions for the public and/or other law enforcement personnel to assure their understanding of drug related issues and practices.

Provides Assistant Special Agent in Charge (ASAIC) with group reports as well as individual reports so that accurate records may be maintained.

Cooperates with prosecuting attorneys and courts so that prosecution is considered in proper instances and testimony is given and judgment made by the courts.

Receives and disseminates information regarding drug traffickers' activities to local enforcement agencies so that movements and activities of traffickers may be monitored effectively.

Participates with ASAIC in continuous planning and evaluation of section operations.

Uses field investigative methods and techniques for gathering evidence so that available facts and information relative to a crime are obtained.

Uses specialized undercover investigative methods and techniques for gathering evidence so that available facts and information relative to the crime are obtained.

Keeps detailed records and reports of investigations and other activities so that progress on investigations can be determined and accurate records are always available.

Conducts crime scene processing which includes searches, gathers evidence, prepares sketches, notes and photographs.

Develop probable cause for search warrants, subpoenas, author affidavits and supervise timely execution.

Plan and direct investigative activities.

Interview suspects, victims and witnesses.

Performs related work as required.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

##### Knowledge of:

Extensive knowledge of the practices and associations of specific types of criminals and of the places where they are likely to be found.

Thorough knowledge of firearms and proficiency in their use.

Thorough knowledge of state, federal and local criminal laws and regulations.

Thorough knowledge of criminal court procedures and practices.

Thorough knowledge of ballistics, chemistry, physics and mechanics as related to crime and firearms.

Working knowledge of management procedures, work direction and administrative duties as a lead worker.

Latest techniques and strategies for conducting a wide range of criminal investigations.

##### Ability to:

Direct the work of others and keep ASAIC apprised of status of investigations and use of resources.

Ascertain facts by field investigation and to obtain evidence.

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

Coordinate large, complex, multi-county investigation efforts.

Work in close contact with the general public while conducting felony level investigations that are complex, dangerous and/or politically sensitive.

Provide expertise and consultation to stakeholders. Evaluate reliability and credibility of interviews.

NECESSARY SPECIALIZED QUALIFICATIONS

Required to be a Minnesota licensed peace officer.

Est.: 6/77  
TC.: 9/81, 12/81, 9/95  
Ckd.: 12/92  
Rev.: 6/2017

Former Title(s): Crime Investigator  
Special Agent Team Leader