

**STATE OF OHIO (DAS)**  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES**

BCI Special Agent

**SERIES NUMBER**

2613AG

**MAJOR AGENCIES**

Attorney General Only

**EFFECTIVE**

06/05/2011

**SERIES PURPOSE**

The purpose of the BCI Special Agent series is to conduct overt & covert criminal investigations.

At the lower level, incumbents conduct overt & covert criminal investigations.

At the middle level, incumbents manage BCI programs &/or supervise special agents & criminal investigations.

At the highest level, incumbents direct, coordinate & administer of statewide investigation programs &/or staff.

**JOB TITLE**

BCI Special Agent

**JOB CODE**

26131AG

**PAY GRADE**

32

**EFFECTIVE**

06/05/2011

**CLASS CONCEPT**

The full performance level class works under general supervision & requires considerable knowledge of law enforcement in order to conduct overt & covert criminal investigations.

<u>JOB TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
BCI Special Agent	26131AG	046	06/05/2011	32

**JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Serves as case agent assuming responsibility for conducting overt &/or covert criminal investigations (e.g., narcotics, organized crime, theft, gambling, extortion, prostitution, homicide, robbery, vehicle theft, vandalism, burglary, rape, aggravated assault, arson & bombing, environmental enforcement, financial or computer crimes). Performs various tasks in the field (e.g., crime scene processing; subject, victim & witness interviewing; develops informants & confidential sources; conducts raids, searches & surveillances; performs background investigations; makes arrests); gathers, evaluates & forwards criminal intelligence information; completes & submits investigative reports for criminal &/or administrative actions; serves as liaison to & works in cooperation with local, state, federal & other law enforcement/investigatory agencies; provides courtroom evidence; confers with prosecuting attorneys; testifies in court; delivers speeches or presentations to specialized audiences &/or general public.

**MAJOR WORKER CHARACTERISTICS**

Knowledge of law enforcement; criminal investigations; agency, state, &/or federal statutes, rules, regulations & procedures applicable to crimes &/or violations under investigation\*; case preparation; criminal evidence & procedure; behavioral or social science (i.e., psychology, sociology, criminology); physical or biological science (e.g., biology, chemistry, physics)\*; computer science\*; written communication (e.g., English composition & grammar, technical writing, business communication); verbal communication; interviewing and public relations. Skill in use & operation of firearms (e.g., 40 caliber semi-automatic, shotgun); two-way radio; recording devices and camera\*. Ability to define problems, collect data, establish facts & draw valid conclusions; maintain accurate records; prepare meaningful, concise & accurate reports; gather, collate & classify information about people, places or things; handle sensitive inquiries from & contact with officials & general public; deal with problems involving several variables in familiar context; prepare & deliver speeches before specialized audiences & general public\* and cooperate with co-workers on group projects.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Completion of associate core program in criminal justice, social sciences (e.g., criminology, sociology, psychology), or other field commensurate with area to be assigned per approved Position Description on file; 2 yrs. experience in law enforcement; OPOTC Peace Officer certification or equivalent Peace Officer certification (e.g., another state, another government agency, military) AND valid driver's license.

-Or 4 yrs law enforcement or equivalent military law enforcement experience; OPOTC Peace Officer certification or equivalent Peace Officer certification (e.g., another state, another government agency, military); AND valid driver's license.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT**

Formal training conducted by BCI; must qualify twice per year in use of firearms (e.g., 40 caliber semi-automatic, shotgun); must maintain OPOTC peace officer certification. If possessing out of state driver's license upon hire, must obtain valid Ohio driver's license during probation period. If possessing equivalent Peace Officer certification (e.g. another state, another government agency, military) upon hire, must obtain OPOTC Peace Officer certification during probation period.

**UNUSUAL WORKING CONDITIONS**

May be exposed to caustic chemicals, explosives, odors, firearms, drugs, decomposing tissue & physiological fluids & contagious or communicable diseases. Works outside exposed to weather elements. May be exposed to physical violence. May require overnight travel &/or working prolonged hours.