

**DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF INVESTIGATION
Tulare County Agencies Regional Gun Violence Enforcement Team (TARGET)**

JOB TITLE: Special Agent Supervisor

STATEMENT OF DUTIES: Under the general supervision of the Special Agent in Charge, and in conjunction with the Task Force Council, the Special Agent Supervisor (SAS) as the Task Force Commander is responsible for the administration and supervision of the multi-agency task force consisting of one Special Agent, four-to-seven local law enforcement officers and professional staff.

SUPERVISION RECEIVED: Reports directly to the Special Agent in Charge.

SUPERVISION EXERCISED: Supervises Special Agent personnel, four-to-seven local law enforcement officers and professional staff.

TYPICAL PHYSICAL DEMANDS: Requires the ability to perform for extended time periods of mental concentration. Ability to travel to regional areas and to be confined for extended periods of time in surveillance situations. See attached Essential Functions of Peace Officer classifications.

TYPICAL WORKING CONDITIONS: Non-smoking office in climate controlled building. Frequent field work on investigations that may include remote crime scenes, harsh weather conditions, irregular hours, overtime, and travel associated with operational needs and management responsibilities.

EXAMPLES OF DUTIES:

ESSENTIAL FUNCTIONS:

- 30% Plans, directs, manages, and coordinates the administrative function of the TARGET task force in conjunction with its advisory council; includes budgeting, purchasing, completed staff work, statistical reporting, etc.
- 25% Plans, directs, coordinates, reviews, supervises, and assigns case investigations of one or more peace officers assigned to the TARGET task force.
- 15% Handles all personnel matters involving members of the task force including time management, training, annual performance reports, etc.

MARGINAL FUNCTIONS:

- 5% Provides coordination, training, and specialized operational support to local, state, and federal law enforcement agencies such as:
- a. Other Task Forces
 - b. Special Operational Units
 - c. Major Crime Investigations
 - d. Multijurisdictional Investigations
- 5% Interrogates suspects, interviews witnesses, confers with other peace officers, district attorneys, prosecutors, and Deputy Attorneys General.
- 5% Organizes and supervises the operation of enforcement to seize illegal firearms, makes arrests of law violators, gathers and disseminates intelligence data, investigates allegations of criminal activity, and appears as a prosecution witness, or in cases involving claims against the state, defense witness.
- 5% Reviews all investigative reports, correspondence etc., generated by the task force.
- 5% Represents the task force in both public and law enforcement meetings.
- 5% Performs other duties as assigned.

I have read and understand the essential functions and typical demands required of the job offered to me, and I am able to perform the essential functions with or without reasonable accommodation.

Employee's Signature

Date

Supervisor's Signature

Date