OKLAHOMA BUREAU OF NARCOTICS AND DANGEROUS DRUGS CONTROL

VACANCY ANNOUNCEMENT

UNCLASSIFIED POSITION

Opening Date: September 7, 2011 Closing Date: Open until filled

Job Family / Code:	**SPECIAL AGENT I / 4351** **(Law Enforcement Pilot)** **(May be filled as a Special Agent II)**
Position Numbers:	47700138
Announcement Number:	11-06
Pay Band / Salary Range:	$3,489.58(I) - $4,088.50 (II)
Number of Vacancies:	One
Work Locations:	**Oklahoma City**
Division:	Diversion

Application Filing Procedures: Please submit to OBN Human Resources:

- Cover letter identifying title of the position, announcement number and daytime contact information including email address
- Resume

Requirements: All applicants must pass an initial physical fitness exam. Non-OBN applicant(s) must pass a background investigation and a polygraph examination. A selected *classified* applicant must sign a letter of understanding that they are resigning the classified service to accept the position in the unclassified service.

Education and Experience Requirements: Must be at least 21 years of age, and have a minimum of 60 college credit hours. Must have a FAA Commercial Helicopter rating. Must have a minimum of 1500 flight hours (1000 of which must be in helicopters). Must have at least 75 hours of night flight and no history of aviation accidents or violations and hold a current class II flight physical.

Desirable experience as a pilot includes pilot in command qualifications in observation and utility helicopters an instrument rating in either helicopters or airplanes as well as experience in the area of counter drug aviation. Qualification and experience in single and multiengine airplanes, aviation maintenance and or instructor experience is also desirable.

Major Work Duties: Investigates alleged violations of the State Uniform Controlled Dangerous Substance Act (Title 63) of the Oklahoma Statutes; prepares and presents appropriate cases for prosecution.

Other Requirements: Subsequent to conditional offer of employment, a background investigation, polygraph, psychological and medical evaluation must be successfully completed. Applicants must possess a valid driver's license at the time of appointment.

Please send application materials to: OBNDCC Headquarters ● Attention HR Office ● 440 N.E. 39th Street ● Oklahoma City, OK 73105 ● Phones: 405-521-2885 / 1-800-522-8031 ● Fax: 405-530-3189

An Equal Opportunity Employer

SPECIAL AGENT I/II

BASIC PURPOSE:
Positions in this job family are assigned responsibilities involving criminal and administrative investigations related to the enforcement of the Uniform Controlled Dangerous Substance Act.

TYPICAL FUNCTIONS:

- The functions within this job family will vary by level, but may include the following:
- Operates and maintains the OBN aircrafts for transportation and investigative needs.
- Maintains education needs and flight data for any and all use of OBN aircraft.
- Investigates violations of state laws concerning narcotics, dangerous drugs, or other controlled substances; makes arrests, participates in undercover operations, raids and surveillance of persons or targeted locations or where it is believed that the law is being violated.
- Gathers and analyzes information; searches for and gathers physical or documentary evidence or clues; interviews witnesses; interrogates suspects; obtains signed statements and affidavits; prepares investigative reports and case records; presents findings in clear, logical, impartial and properly documented reports.
- Assists prosecutors in filing charges; appears as a witness in criminal and administrative court proceedings; drafts and executes legal documents for use in criminal and administrative investigations, subpoenas for evidence, search warrants, arrest warrants and affidavits.
- Examines physical security safeguards and accounting procedures of persons registered to manufacture, receive, hold and dispense controlled dangerous substances.
- Participates in in-service training; studies professional material relating to new investigative procedures and techniques; studies legal materials relating to court rulings and state and federal law; attends training sessions to acquire new skills.
- Operates and monitors electronic surveillance equipment; operates computers and computer software.

LEVEL DESCRIPTORS:

Level I
This is the basic level of this job family where employees are assigned responsibilities involving beginning level work in conducting criminal and other investigations. In this role they will exercise the general powers of a law enforcement officer while receiving training to conduct investigations of criminal violations of Oklahoma state laws concerning the use of controlled drugs and other substances. Duties are performed under close supervision to build their skills in conducting investigations, collecting and preserving evidence, interviewing witnesses, interrogating suspects, and completing other related activities.

Knowledge, Skills and Abilities required at this level include knowledge of the principles and techniques of investigation; of state and federal laws pertaining to controlled dangerous substances; of laws, court decisions, and rules pertaining to search and seizure, invasion of privacy, arrest, and rules of evidence; of the scope, applications, and interpretation of laws and regulations relating to investigating records, reports, and other documents; of laws and regulations relating to investigating, interviewing, and interrogating witnesses, suspects, and informants; and of firearm safety practices. Ability is required to analyze, interpret and evaluate information obtained; to recognize, collect and preserve physical evidence and controlled dangerous substances; to subdue persons; to protect oneself, associates and others; to organize and present facts and opinions clearly and concisely, both orally and in writing; to use a firearm; to cope with stressful and/or potentially dangerous situations; to handle confidential work with tact and discretion; and to establish and maintain effective working relationships with other law enforcement agencies.

Level II
This is the career level of this job family where employees are assigned responsibilities at the full performance level for performing a full range of basic criminal investigative duties pertaining to the enforcement of the Uniform Controlled Dangerous Substance Act. This involves completing all required activities to investigate violations of applicable laws, participate in undercover operations, raids and surveillance operations, gather and analyze evidence, interview witnesses, interrogate suspects, and other related duties.

Knowledge, Skills and Abilities required at this level include those identified in Level I plus the ability to carry out undercover work assignments; to evaluate the reliability and credibility of statements and witnesses; to write reports where facts are presented clearly and concisely; and to complete any necessary training required by the agency.

SPECIAL REQUIREMENTS:
Applicants must possess a valid Oklahoma driver's license at the time of appointment; possess the ability and willingness to carry a firearm and use deadly force as required; have and maintain physical and mental stamina to perform the work, as evidenced by a complete physical examination that meets the specifications of the Oklahoma Bureau of Narcotics; possess a willingness to accept the physical discomforts and/or dangers inherent in the work; be willing to relocate to the place of assignment anywhere in the state; be willing to be on call twenty-four (24) hours a day, seven days a week; be willing to travel frequently and be away from

home for extended periods of time; must pass a rigid character and background investigation, a physical fitness test, and polygraph examination.