



# OKLAHOMA BUREAU OF NARCOTICS AND DANGEROUS DRUGS CONTROL VACANCY ANNOUNCEMENT

CLASSIFIED POSITION

Opening Date: August 10, 2016

Closing Date: September 2, 2016

**Job Family / Code:** Law Enforcement Narcotics Agent I-III  
**Position Numbers:** 47700114 and 47700045  
**Announcement Number:** 16-10  
**Salary:** \$3,908.33- \$5,395.78 per month depending on rank qualifications  
**Number of Vacancies:** 2  
**Work Locations:** Guymon Regional Office reports to the AIC of Woodward  
**Division:** Enforcement

### Application Filing Procedures:

1. All applicants must apply on line at <http://www.jobaps.com/OK/promo.asp>

### Requirements:

- All applicants must be willing to relocate and live within 37 miles of the duty station in Guymon.
- Favorable consideration will be given to candidates with Bilingual Skills and/or Law Enforcement Experience.
- All candidates must be able to pass the physical fitness standards test.
- The selected candidate must pass the background investigation, polygraph and drug screen.

### 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:

- 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:

The Law Enforcement Narcotics Agent job family consists of six levels which are distinguished based on the level of complexity of assigned tasks, the expertise required to complete assigned work, and the responsibilities assigned for the leadership of others.

#### Level I

**Code: G24A**

**Salary Band: 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.

**Education and Experience** requirements at this level are statutory (Title 63 O.S., Section 2-103B) "...agents shall be at least twenty-one years of age and shall have a Bachelor's Degree from an accredited college or university."

**Level II**

**Code: G24B**

**Salary Band: J**

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.

**Education and Experience** requirements at this level consist of those identified in Level I and one year of drug enforcement experience.

**Level III**

**Code: G24C**

**Salary Band: K**

This is the specialist level of this job family where employees are assigned responsibilities as a senior agent involving advanced level criminal investigative work including coordinating and participating in major investigations and specialized criminal investigations, acting as a lead worker on investigations, providing training or guidance to lower level agents, or similar duties and responsibilities.

**Knowledge, Skills and Abilities** include those identified in Level II plus knowledge of covert investigations; of agency policies and procedures; of the investigative jurisdiction of the agency; and of the use of electronic surveillance equipment; and ability to conduct a wide range of investigations and to guide and direct the work of others in completing assigned investigations or other activities.

**Education and Experience** requirements at this level consist of those identified in Level II plus one additional year of qualifying experience.

**Contact HR for OBNDCC at:** OKC Headquarters • 419 NE 38<sup>th</sup> Terrace • Oklahoma City, OK 73105  
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