OKLAHOMA BUREAU OF NARCOTICS AND DANGEROUS DRUGS CONTROL

VACANCY ANNOUNCEMENT

UNCLASSIFIED POSITION

Opening Date: July 9, 2015 Closing Date: July 23, 2015

Job Family / Code:	**Special Agent (4351)**
Position Numbers:	**47700045**
Announcement Number:	**15-14**
Salary:	**$3,908.33**
Number of Vacancies:	**1**
Work Locations:	**Woodward**
Division:	**Diversion**

Applicants must be willing to *relocate to any place of assignment in the state* and to any Bureau division.

Application Filing Procedures: Please submit to OBN Human Resources on or before the closing date:
● 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**. 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 Bachelor's degree. **Must have 2 years of Law Enforcement experience.**

Major Work Duties: Investigates alleged violations of the State Uniform Controlled Dangerous Substance Act (Title 63) and Oklahoma Administrative Rules (Title 475) and is able to prepare and present appropriate cases for administrative action and/or 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 Oklahoma driver's license at the time of appointment. Applicants must live within a 37 mile driving distance to the duty station.

Application materials must be received by 5 p.m. on the closing date. Send to: Human Resources: cnolen@obn.state.ok.us ● 419 N.E. 38th Terrace ● Oklahoma City, OK 73105 ● Phones: 405-521-2885 / 405-530-3145 ● Fax: 405-530-3845

An Equal Opportunity Employer

SPECIAL AGENT

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:

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; to establish and maintain effective working relationships with other law enforcement agencies.

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.