



Special Agent

Job Description

Department: Attorney
Position: Career Service
Grade: 730
Supervisory: No
Reports to: Bureau Chief – Investigations

Summary

Under general direction of the Bureau Chief – Investigations, performs and oversees advanced, complex, and highly sensitive legal investigative tasks. Represents the Utah County Attorney’s Office (UCAO) and ensures confidentiality of all investigative assignments. Performs duties that actively prevent or detect crime and enforce criminal statutes or ordinances; responds to situations involving threats to public safety and makes emergency decisions affecting the lives and health of others.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Oversee the investigations submitted by the Utah County Officer Involved Incident Task Force including serious officer-involved incidents, shootings, high-speed pursuit fatalities and in-custody deaths; ensure the quality and thoroughness of investigative work performed and documentation by task force members; participate in the debriefing presentations for the Utah County Attorney’s Office administration.
2. Audit Officer-Involved Critical Incident (OICI) files and investigations to verify completeness and accuracy of all provided information; prepare comprehensive investigative summary reports and present findings to the County Attorney and Chief Deputy County Attorney.
3. Oversee sensitive investigations concerning potential criminal charges against law enforcement officers, such as complaints of excessive use of force by officers; oversee investigators assisting from outside police agencies.
4. Participate in the Multi-Disciplinary Team review of Sexual Abuse cases with the Special Victims Unit (SVU) of the UCAO; provide inputs, further investigations, and support.
5. Administer the County Attorney's “Law Enforcement Official” or “Judge Permit” firearms program; certify eligible prosecutors to carry a concealed firearm; provide supervision for attorneys during classroom instruction and firearms range training.
6. Oversee and coordinate investigations with local, state, and federal agencies; prepare court documents and document activities and findings of investigations according to standards and policy.

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Safety Sensitive: Yes
DOT: No
ML: Individual Contributor

7. Manage a wide range of complex financial cases, including fraud (business practices, communications, mortgages, and securities), embezzlement, theft, identification theft, forgery, money laundering, and racketeering; lead investigations involving alleged misconduct by government employees and public officials and internal affairs for county and city government agencies.
8. Investigate special cases assigned by the County Attorney or Chief Deputy; assist county and city law enforcement agencies with high-profile or complex cases, as requested; participate in local, state, and federal task forces, when assigned; address questions and complaints from the public, assigned personnel, County departments, and other various external agencies.
9. Locate and interview witnesses, victims, and suspects for case information, and serve, warrants, subpoenas, and other legal documents as request by trial attorneys, law enforcement and external agencies.
10. Provide input on budget matters and assist with purchasing and maintenance decisions for equipment, tools, and supplies within the bureau.
11. Enforce federal, state, and local laws to preserve peace and provide community protection; make lawful arrests and conduct field work on major criminal investigations, including drafting and serving arrest warrants, search warrants, and investigative subpoenas for records and depositions.
12. Propose policy and procedure changes while exemplifying the desired culture and philosophy of the organization.
13. Prepare and participate in court proceedings by determining the completeness of information and adequacy of evidence for prosecution; present relevant testimony, and assist prosecutors as needed.
14. Enforce criminal and traffic laws, perform physical arrests, and locate suspects through analysis of transactions including sales, purchases, money, vehicle, and property records.
15. Educate the public, including elderly, church, and civic groups on fraud prevention and how to document and report suspected scams.
16. Conduct training for other law enforcement agencies and officers pertinent to investigatory work conducted by the Bureau of Investigations.
17. Monitor, respond to, and provide training on security protocols within the county facilities to ensure a safe working environment for county attorneys and support staff.
18. Work effectively as a team member with the administration and members of the UCAO.

Additional Responsibilities May Include:

1. Conduct digital forensics, including obtaining forensic images from computers, cellphones, tablets, GPS units, drones, and digital media storage devices; possess the specialized training, professional certifications, and work experience to qualify as an expert and pass *voir dire*.
2. Conduct in-depth investigations into a defendant's life to identify mitigating and aggravating factors for use in the penalty phase of a death penalty cases.

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3. Assist with staffing decisions, hiring, training, scheduling of workload, and delegation of assignments.
4. Compile and review reports, as needed.
5. Coordinate functions both within the department and with other county departments, volunteer groups, and outside agencies.
6. Perform the duties of the Bureau Chief – Investigations in the event of absence to ensure efficiency and effectiveness in the Bureau.

Knowledge, Skills, and Abilities

- Considerable knowledge of general law, state statutes, case law precedents, and laws specific to financial fraud, public corruption, peace officer use of force, and criminal nonsupport
- Considerable knowledge of court procedures and rules
- Considerable knowledge of digital forensic tools and their processed reports, including Cellebrite, Physical Analyzer, UFED4PC, Cellebrite Inseyets, Magnet Axion, Forensic Tool Kit (FTK), EnCase, and Graykey
- Knowledge of the scientific principles used to determine human behavior in high-stress and deadly force encounters
- Knowledge of investigative procedures and techniques, and law enforcement principles and practices specific to an assignment
- Knowledge of weaponless self-defense and restraining techniques
- Knowledge of Spillman, Accurint, Filevine, and other technology used by the Utah County Attorney's Office
- Skilled in reading, writing, math, and interpersonal communication
- Skilled in coordinating and organizing investigative work
- Skilled in problem solving and decision making
- Skilled in using Office 365 (Word, Excel PowerPoint) and Google (Documents, Spreadsheets, Presentation)
- Skilled in firearms usage (qualifying twice annually), operating restraining devices, and driving vehicles at high speeds in pursuit situations
- Ability to prepare legal reports and documents
- Ability to think logically and maintain a steady demeanor and good judgment during highly stressful situations
- Ability to perform legal research, locate reference materials, and apply precedents to legal issues
- Ability to testify before a state or federal judge or magistrate in a concise and professional manner
- Ability to maintain cooperative working relationships with the public and other County employees

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Supervisory Responsibility

This position exercises functional authority over assigned cases, including investigations that incorporate multi-agency investigative groups. Serves as a coach and mentor for other positions within the department.

Work Environment

Work is typically performed in a professional office environment but may be performed for sustained periods outdoors in all weather conditions. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is moderate to noisy. Work occasionally exposes the incumbent to contagious or infectious diseases, bodily fluids, and/or hazardous chemicals. This job occasionally exposes the incumbent to potentially hostile situations and to unknown and dangerous situations where life and personal safety are at risk. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools, and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, color vision, and the ability to adjust focus. The employee is required to type, file, and lift or move supplies or objects up to twenty (20) pounds. The performance of this job exposes the employee to hazardous conditions and requires physical readiness and conditioning. The employee may be required to restrain individuals weighing two hundred (200) pounds or more. The employee regularly drives a motor vehicle.

Position Type/ Expected Hours of Work

To maintain full-time status, this position must work at least eighty (80) hours each two-week pay period, however the regularly scheduled hours are eighty-six (86) per pay period. As job duties demand, may be required to perform work on any day and at any time.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to twenty-five (25) percent.

Required Education and Experience

1. High school diploma or equivalent.
2. Twelve (12) years of work experience as a certified Law Enforcement Officer, of which seven (7) years must have been as a detective or investigator.

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3. Related bachelor's degrees beyond high school may also be considered in meeting up to four (4) of the twelve (12) years of experience requirements but will not be considered in meeting the required seven (7) years as a detective or investigator.

Conditional Certification Requirements:

Special agents who are assigned to Forensic Examinations and do not already possess the required certifications will be required to obtain the following certifications within two (2) years of the assignment. Completion is subject to course availability and budgetary approval:

- a. Cellebrite
- b. EnCase
- c. Magnet Axion Forensic Suite
- d. Forensic Tool Kit (FTK)
- e. Other Approved Forensic Tools

Preferred Education and Experience (For Applicants assigned to Forensic Examinations Investigators)

1. Preference may be given to applicants with a Bachelor's or Master's degree in Computer Science, Cybersecurity, Digital Forensics or a closely related analytical field like National Security Studies.
2. Preference may be given to applicants with certifications in Certified Mobile Device Examiner through Cellebrite, NCFI, or IASIS, Certified Computer Examiner (CCE), GIAC Certified Forensic Analyst (GCFA) or EnCase Certified Examiner (EnCE).

Additional Eligibility Qualifications

1. Applicants must possess current Utah Law Enforcement Officer certification through The Utah State Peace Officer Standards and Training (POST) Agency. County employees being reassigned or transferred to this classification must possess Utah Law Enforcement Officer certification upon reassignment or transfer.
2. Incumbents are required to maintain POST certification and successfully complete the required annual training.
3. Incumbents may be required to successfully complete the annual Emergency Vehicle Operation training.
4. Incumbents are required to maintain annual weapons qualification for all assigned weapons.
5. Incumbents may be required to obtain and maintain other certifications including Force Science Analyst, digital forensic examiner and other certification as dictated by the Bureau Chief.
6. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
7. Selected applicants will be required to submit to a pre-employment drug screen and background check.

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AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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