

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**ATTORNEY GENERAL INVESTIGATOR SUPERVISOR**

**JOB DESCRIPTION**

Employees in this job supervise subordinate Attorney General Investigators. The employee, as a trained law enforcement officer certified through the Michigan Commission on Law Enforcement Standards (MCOLES), directs and coordinates the investigators and participates in specific investigations. The employee exercises considerable independent judgment to adapt and apply the guidelines and policies to specific situations as needed. The work requires knowledge of state and federal criminal and/or civil laws; departmental rules, regulations and policies; criminal and/or civil justice procedures employed in investigative activities; and, supervisory techniques, personnel policies, and procedures.

There are three classifications in this job.

**Position Code Title - Attorney General Invstg Supv-1**

Attorney General Investigator Supervisor 13

The employee serves as a first-line supervisor with responsibility for directing the work of subordinate Attorney General Investigators.

**Position Code Title - Attorney General Invstg Supv-2**

Attorney General Investigator Supervisor 14

The employee serves as a second-line supervisor with responsibility for directing the work of subordinate Attorney General Investigators through first-line supervisors.

**Position Code Title - Attorney General Invstg Supv-3**

Attorney General Investigator Supervisor 15

The employee serves as a third-line supervisor with responsibility for directing the work of subordinate Attorney General Investigators through second-line supervisors.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinates.

Evaluates and verifies employee performance through the review of completed work assignments and/or the reviewing of work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Directs the work activities of investigators involved in conducting criminal and/or civil investigations of alleged violations of state and federal laws, rules, and regulations.

Participates in the collection of information and evidence; assists investigators involved in on-going investigations, including surveillance and/or undercover operations.

Directs the process of obtaining and executing search and/or arrest warrants; monitors the cataloging, marking, and storing of evidence collected for prosecution purposes.

Maintains administrative control over the assignment of investigators; consults and advises investigators on the development and maintenance of sources of information, interview and interrogation procedures and techniques, and court appearances, etc.

Provides others with investigative information necessary for successful pursuit of litigation matters.

Presents testimony before various courts, grand juries, and administrative bodies.

Evaluates the progress of investigations, goal orientation and development, employee development, and standard operating and administrative procedures.

Assists in the compilation of statistics and computer reports regarding work activities.

Analyzes trends and patterns of criminal and/or civil law violations; identifies areas of infiltration of law violators and emerging leadership figures.

Suggests courses of investigative and/or prosecutorial actions to be pursued.

Participates in the planning and/or presentation of in-service training activities for subordinate employees, and maintains records of such training.

Serves as a liaison with others; coordinates information, investigation, and enforcement efforts with other law enforcement or governmental agencies.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the areas listed is required at the 13 level, considerable knowledge is required at the 14 level, and thorough knowledge is required at the 15 level.

Knowledge of general criminal and/or civil laws and law enforcement.

Knowledge of departmental rules, regulations, and policies governing investigative work activities.

Knowledge of criminal and/or civil justice procedures and processes employed in the prosecution and adjudication of alleged law violations.

Knowledge of the methods and techniques of criminal and/or civil law violation investigation.

Knowledge of the court system, court procedures, and appropriate court decisions.

Knowledge of training and supervisory techniques.

Knowledge of employee policies and procedures, and personnel practices.

Knowledge of equal employment practices.

Ability to evaluate progress of investigations, goal orientation and development, employee development and operating procedures.

Ability to instruct, direct, and evaluate investigators/supervisors.

Ability to direct and motivate others.

Ability to enforce general criminal and civil laws.

Ability to learn a number of laws, rules, regulations, policies, procedures, processes, methods, and techniques related to the work.

Ability to gather information under difficult circumstances, apply tests of law, and make independent determinations of legality.

Ability to conduct searches of person and/or property.

Ability to determine when surveillance and/or undercover operations are required.

Ability to participate in surveillance and undercover operations.

Ability to proficiently handle firearms.

Ability to meet MCOLES certification requirements on a continuing basis.

Ability to present testimony in administrative and legal proceedings.

Ability to communicate with and gain the cooperation of others.

Ability to operate equipment used in the work.

Ability to prepare reports or correspondence.

Ability to maintain composure during stressful situations.

### **Working Conditions**

The employee may be required to work at any hour of the day or night and is subject to assignments involving personal risk.

The employee may work indoors and outdoors and may be exposed to weather conditions and work site hazards when working undercover.

Employees may be required to carry weapons in the course of the work.

### **Physical Requirements**

The job duties require an employee to be absent of any physical limitation which would impair effective performance.

### **Education**

Education typically acquired through completion of high school.

### **Experience**

#### **Attorney General Investigator Supervisor 13**

Four years of experience equivalent to an Attorney General Investigator, including two years equivalent to an Attorney General Investigator E11 or one year equivalent to an Attorney General Investigator 12.

#### **Attorney General Investigator Supervisor 14**

Five years of experience equivalent to an Attorney General Investigator, including three years equivalent to an Attorney General Investigator E11, two years equivalent to an Attorney General Investigator 12, or one year equivalent to an Attorney General Investigative Supervisor 13.

#### **Attorney General Investigator Supervisor 15**

Six years of experience equivalent to an Attorney General Investigative Supervisor, including two years equivalent to an Attorney General Investigative Supervisor 13 or one year equivalent to an Attorney General Investigative Supervisor 14.

### **Special Requirements, Licenses, and Certifications**

Positions in this class are test-designated and subject to pre-appointment, random-selection, and post-accident drug and alcohol testing.

Willingness to submit to a thorough background investigation designed to measure the applicant's suitability for law enforcement work.

Ability to qualify for and maintain firearm training as required by MCOLES regulations and policy of the Department of Attorney General.

Must be at least 21 years of age at the time of hire.

Absence of a criminal record of felony convictions which would prohibit the applicant from receiving, possessing, and carrying a firearm.

Possession of a valid driver's license and the ability to obtain a valid Michigan driver's license.

Must possess a satisfactory driving record.

Michigan Commission on Law Enforcement Standards certification.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

### **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

#### **Job Code**

ATTGENSPV

#### **Job Code Description**

ATTORNEY GENERAL INVESTIGATOR SUPERVISOR

#### **Position Title**

Attorney General Invstg Supv-1

Attorney General Invstg Supv-2

Attorney General Invstg Supv-3

#### **Position Code**

AGINSPV1

AGINSPV2

AGINSPV3

#### **Pay Schedule**

NERE-080

NERE-081

NERE-082

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