



SPECIAL AGENT

General Summary

Special Agents are commissioned law enforcement officers who perform complex financial/analytical and/or criminal investigative work in the enforcement of state and federal laws, rules and regulations. They are often specialists or experts in particular fields of economic, financial or white-collar crime investigation.

Special Agent

Jobcode: M50510

Pay Band: 70

FLSA Status: Non-exempt

Distinguishing Characteristics

This is the full performance level of the Special Agent classification series.

Recommended Education and Experience for Full Performance

Bachelor's degree from an accredited college or university in Business or Public Administration, Accounting, Finance, Economics, Criminology, Criminal Justice, Police Science or other related field and at least eighteen (18) credit hours of accounting with six (6) years of experience in law enforcement, criminal investigation, white collar or economic/financial fraud investigations. Advanced training and certification in specialized white collar or economic/financial fraud investigative methods, Certified Fraud Examiner (CFE), Certified Anti-Money Laundering Specialist (CAMS), Certified Financial Crimes Specialist (CFCS) or other related professional certification as determined by the regulating agency.

Minimum Qualifications

Bachelor's degree from an accredited college or university in Business or Public Administration, Accounting, Finance, Economics, Criminology, Criminal Justice, Police Science, Political Science or other related field and four (4) years of experience in law enforcement, criminal and/or white collar or economic/financial fraud investigations. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling eight (8) years may substitute for the required education and experience. **Statutory Requirements:** Must be a New Mexico Certified and Commissioned Law Enforcement Officer (Police Officer), or be eligible for Certification by Waiver, subject to the provisions of Chapter 29, Article 1 NMSA 1978, as set forth in 29-7-6 NMSA 1978, 29-7-10 NMSA 1978 and 10.29.6 NMAC, and as specifically enacted in statute, as established by the New Mexico Legislature, conferring statutory authority upon an agency to appoint, employ and commission Police Officers pursuant to the provisions of Chapter 29 NMSA 1978 or pursuant to NMSA 1978, 60-13-9(G), 70-5-20 and 60-14-4(I).

*Essential Duties and Responsibilities**

- Investigates alleged or suspected violations of federal and/or state laws, rules and regulations.
- Conducts interviews, interrogations, undercover operations, surveillance activities, research, review and analysis of public, confidential records and financial records in compiling evidence of violations.
- Maintains contact and works with other law enforcement officials at the federal, state, and local levels in planning and coordinating investigations, gathering intelligence, and determining priorities for conducting operations.
- Coordinates complex financial/analytical investigations/criminal analyses and trains and develops staff in investigating procedures, interrogation, and criminal analysis.
- Conducts tactical analysis of complex criminal cases and organizes large amounts of diverse information into concise analytical form.
- Obtains signed statements and affidavits, prepares and serves search warrants, makes arrests, and serves legal documents as required.
- Provides expert testimony in administrative, civil, criminal, or other proceedings concerning investigative findings.
- Assists prosecutors in filing charges in criminal court proceedings.

SPECIAL AGENT

Special Agent Supervisor

Jobcode: M5051S

Pay Band: 75

FLSA Status: Exempt

Distinguishing Characteristics

This is the first line supervisor of the Special Agent classification series.

Recommended Education and Experience for Full Performance

Bachelor's degree from an accredited college or university in Business or Public Administration, Accounting, Finance, Economics, Criminology, Criminal Justice, Police Science or other related field and at least eighteen (18) credit hours of accounting with six (6) years of experience in law enforcement, criminal investigation, white collar or economic/financial fraud investigations. Advanced training and certification in specialized white collar or economic/financial fraud investigative methods, Certified Fraud Examiner (CFE), Certified Anti-Money Laundering Specialist (CAMS), Certified Financial Crimes Specialist (CFCS) or other related professional certification as determined by the regulating agency. Must include two (2) years of supervisory experience.

Minimum Qualifications

Bachelor's degree from an accredited college or university in Business or Public Administration, Accounting, Finance, Economics, Criminology, Criminal Justice, Police Science, Political Science or other related field, and four (4) years of experience in law enforcement, criminal and/or white collar or economic/financial fraud investigations. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling eight (8) years may substitute for the required education and experience. **Statutory Requirements:** Must be a New Mexico Certified and Commissioned Law Enforcement Officer (Police Officer), or be eligible for Certification by Waiver, subject to the provisions of Chapter 29, Article 1 NMSA 1978, as set forth in 29-7-6 NMSA 1978, 29-7-10 NMSA 1978 and 10.29.6 NMAC, and as specifically enacted in statute, as established by the New Mexico Legislature, conferring statutory authority upon an agency to appoint, employ and commission Police Officers pursuant to the provisions of Chapter 29 NMSA 1978 or pursuant to NMSA 1978, 60-13-9(G), 70-5-20 and 60-14-4(I).

Essential Duties and Responsibilities

In addition to all Essential Duties and Responsibilities of a Special Agent:

- Devotes a substantial portion of time assigning, coordinating and directly supervising the work of at least two (2) full time equivalent employees** and responds to worker and client needs in a timely fashion in adherence with policy and procedure.
- Provides career coaching through mentoring and arranges for outside training opportunities when possible.
- Makes well-informed, effective, and timely decisions and perceives the impact and implications of those decisions.
- Listens effectively and clarifies information as needed.
- Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- Plans and directs complex financial/analytical investigations/criminal analyses and trains and develops staff in investigating procedures, interrogation, and criminal analysis.
- Maintains contact with the law enforcement community. Conducts research on criminal activities and disseminates criminal information to support investigative operations.

Bargaining Unit: Special Agent: May be represented

Special Agent Supervisor: Not represented

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Conditions of Employment: Positions are designated as safety sensitive and subject to random drug and alcohol screening. Must possess and maintain current New Mexico Law Enforcement Certification. Individuals without current New Mexico Law Enforcement Certification must complete the New Mexico Law Enforcement Basic Police Officer Training (BPO'T) Academy or certification by waiver training, within 1 year of employment as set forth in 29-7-6B NMSA 1978. Must have and maintain a valid NM driver's license.

Established: 07/21/2016 **Revised:**

**Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*

**** Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*