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# Example of Special Agent Job Description

Our company is hiring for a special agent. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for special agent

* Is responsible for the effective use of resources, manages the budget for the assigned region, and identifies improvements in work processes, policies and procedures to ensure both effectiveness and efficiency
* Polices terminals, yards, right-of-ways, and other railroad property
* Protects property, employees, patrons, and goods in transit
* Performs inspections, background checks, and criminal investigations, as assigned
* Exercises proper prevention techniques, makes inspections of freight, applies security devices, and conducts surveillances to prevent crimes against the company
* Responds to police calls for service and, as a first responder, facilitates the effective coordination of fire and rescue, hazmat and environmental, law enforcement, and/or other emergency service
* Monitor physical access to company facilities
* Promotes department security goals and enhances the department’s professional image by establishing and maintaining effective working relationships within and outside KCS (e.g., local, state, federal law enforcement agencies other public safety agencies)
* Maintain good working knowledge of relevant Transport Canada’s legislation, policies and procedures
* Manage and assist in the daily operations of Counterintelligence (CI) Special Agents assigned to the Counterintelligence-Cyber Special Agent (CCSA) training program

## Qualifications for special agent

* Understand the criminal justice system in the United States
* No discipline within the last 3 years
* Must possess computer literacy to include Microsoft word, PowerPoint, Excel, Visio and computer forensic skills
* Ability to develop and implement plans and make tactical adjustments as situations develop
* Ability to manage multiple high stress, fluid and geographically diverse situations at once
* Ability to differentiate the role of a commissioned police officer from the role of an employee with CP and to balance the potential for competing priorities