



Example of Special Agent Job Description

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Our growing company is searching for experienced candidates for the position of special agent. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for special agent

- When necessary, qualifies as an expert witness and testifies to findings in court
- Plans, organizes and coordinates investigative assignments relating to crimes other than those which are financial in nature
- Pursues assigned criminal investigations to the extent possible by the identification and expeditious pursuit of all leads
- Effectively develops and utilizes sources of information
- Maintains regular ongoing communications with victims or victim's family as appropriate, about the status of the investigation
- Reports accurately reflect and document interviews, actions and investigations
- Initiates and produces appropriate documents as needed to include, but not limited to Department forms, memos, outside letters, summaries
- Reports are produced accurately, in a timely manner, and in accordance with established guidelines and instructions
- Inspects and helps maintain accuracy of case files
- Submits substantive intelligence reports when such information becomes available relating to any possible or ongoing criminal activity

Qualifications for special agent

- Be prepared to travel on assignments, in response to incidents and for

- Prepare comprehensive reports and prosecution files and deliver court testimony
- High school diploma with College or University programs an asset
- Must be a full-time state commissioned Police Officer
- Knowledge of the U.S. Criminal Justice System