

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Special Agent 2

Definition

Conducts criminal investigations related to alleged violations of Iowa law; or conducts complex background investigations; or performs forensic examinations of computers; or reviews unsolved cases for further investigation; performs related work as required; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Makes assignments and delegates tasks to aid in the coordinated effort of other agents and local law enforcement personnel during major criminal investigations, e.g., homicide.

Collects, collates, and disseminates information concerning the activities of those believed involved in criminal activity; predicts crime trends and patterns and produces intelligence reports related to criminal activity.

Conducts background and criminal investigations of persons and organizations; coordinates efforts to insure the integrity of gaming in the State of Iowa.

Properly handles sensitive intelligence and/or terrorism information and utilizes proper dissemination caveats.

Conducts intelligence work in accordance with federal and state laws.

Prepares comprehensive written reports so as they accurately reflect all information gathered in the course of an investigation.

As required, operates undercover to secure evidence and information; maintain surveillance of persons or established locations.

Obtains information and gathers facts through such methods as interviewing witnesses, interrogating witnesses, interrogating suspects, contacting informants, and interacting with individuals from diverse backgrounds.

Prepares appropriate applications for search and arrest warrants; makes arrests and executes search warrants.

Conducts law enforcement instructional programs.

Testifies in judicial proceedings pertaining to criminal investigations.

Competencies Required

Knowledge:

- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Public Safety and Security – Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Written Comprehension – Read and understand information and ideas presented in writing.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Category Flexibility – Generate or use different sets of rules for combining or grouping things in different ways.
- Flexibility of Closure – Identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- Perceptual Speed – Quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.
- Originality – Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.

- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.
- Negotiation – Bringing others together and trying to reconcile differences.
- Persuasion – Persuading others to change their minds or behavior.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Service Orientation – Actively looking for ways to help people.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited four-year college or university with a degree in political science, business, social science, accounting, or related field.
- 2) Six years of full-time work experience in law enforcement experience as a sworn federal, state, or local peace officer.
- 3) All of the following (a and b):
 - a. Three years of full-time work experience in law enforcement experience as a sworn federal, state, or local police officer; and
 - b. A total of two years of education and/or full-time experience (as described in part a), where thirty semester hours of accredited college or university coursework in any field equals one year of full-time experience.

Notes

Applicants must be at least 22 years old at the time of academy graduation.

All applicants must be eligible for enrollment in the Iowa Law Enforcement Academy training program. Screening for the Academy includes:

- a) Thorough background investigation and evaluation (including fingerprint searches) for substance abuse, or arrest and conviction records that indicate an individual could not serve effectively as a peace officer.
- b) Physical examination and agility test to assure that an individual is free from conditions which might adversely affect the performance of duties (drug screens included) will be given post offer.
- c) Physical agility test.
- d) Vision exam requiring uncorrected vision of not less than 20/100 in each eye, correctable to 20/20 in each eye will be given post offer.

- e) Normal color vision, as prescribed by Iowa Law Enforcement Academy rules. Color vision is determined by the American Optical Company, Pseudo-Isochromatic Plates test and requires correct identification of 10 out of the 14 test plates will be given post offer.
- f) Normal unaided hearing with a loss not exceeding twenty-five (25) decibels in either ear at 1,000, 2,000 and 3,000 cycles will be given post offer.
- g) Reading comprehension, word meaning and psychological exams (to include a psychological interview) to determine that the individual meets the minimum standards for mental fitness required for a law enforcement officer.
- h) Oral Board and polygraph review.
- i) Possession of a valid Iowa driver's license.
- j) Not opposed by reason of conscience or belief to the use of force, when necessary to fulfill the duties of the job.

All applicants must be United States citizens, but need not be Iowa residents at the time of application. Iowa residence is required at time of employment.

Applicants must successfully complete and graduate from the Departmental Academy.

Effective date: 05/23 KC