

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

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| <b>Position Code</b><br>1. ATGNINVEA63R |
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## POSITION DESCRIPTION

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| This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.   |   |
| <b>2. Employee's Name (Last, First, M.I.)</b>  | <b>8. Department/Agency</b><br>ATY GNRL CENTRAL OFFICE  |
| <b>3. Employee Identification Number</b>   | <b>9. Bureau (Institution, Board, or Commission)</b><br>Criminal Justice Bureau   |
| <b>4. Civil Service Position Code Description</b><br>Attorney Gen Investigator-E   | <b>10. Division</b><br>Criminal Division  |
| <b>5. Working Title (What the agency calls the position)</b><br>Attorney General Investigator  | <b>11. Section</b>  |
| <b>6. Name and Position Code Description of Direct Supervisor</b><br>MORSE, STEPHEN C; ATTORNEY GENERAL INVSTG SUPV-1  | <b>12. Unit</b>   |
| <b>7. Name and Position Code Description of Second Level Supervisor</b><br>SARGENT, AUBREY A; CHIEF OF CRIMINAL INVESTIGATIONS   | <b>13. Work Location (City and Address)/Hours of Work</b><br>525 W. Ottawa St., Lansing MI / Monday - Friday 8:00 a.m. to 5:00 p.m. |
| <b>14. General Summary of Function/Purpose of Position</b><br>Investigates and assists in the prosecutions of organized crime, public corruption, tax evasion and other criminal matters; develops and uses multiple sources of information, including computer resources; performs basic computer search and analysis to obtain and evaluate information from computers and related devices, participates in direct surveillance activities; consistently uses judgment to investigate and prepare documentation for cases; routinely handles cases involving numerous victims, voluminous sophisticated documents and multiple jurisdictions; and works with other investigators and attorneys during joint or cooperative investigations. |   |

**15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.**

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

**Duty 1**

**General Summary:**

**Percentage: 70**

Handles investigations involving multiple victims and suspects, voluminous sophisticated documentation and multiple jurisdictions and courts. Conducts interviews, interrogations and obtains statements (verbal, written or taped) from victims, witnesses, informants, and suspects involved in investigations. Implements investigative strategy. Assists attorneys in preparing for and presenting cases in court.

**Individual tasks related to the duty:**

- Conducts numerous interviews and/or interrogations of victims, witnesses, suspects, informants, etc.
- Reviews and analyzes documents for use as evidence in criminal cases.
- Completes investigative reports and evidence analysis reports based on findings.
- Routinely meets with Assistant Attorney General assigned to case for review of information developed, prosecution and charging decisions and preparation for court.

**Duty 2**

**General Summary:**

**Percentage: 25**

Conducts surveillance (moving and stationary). Prepares, swears to and executes search warrants and investigative subpoenas. Participates in undercover activities using an alternative identity. Arrests and processes individuals on outstanding warrants or after observing criminal activity.

**Individual tasks related to the duty:**

- Involved in conducting surveillance of known or suspected criminals and criminal activity and locations where criminal activity is suspected of occurring.
- Identify relevant records, prepare, swear to and execute search warrants as well as investigative subpoenas for financial records, including bank records, tax returns, corporate records, and federal case transaction reports. Prepares, swears to and executes search warrants on locations regarding criminal activity.
- Prepares an assumed identity and uses it to conduct undercover investigations into criminal activity.
- Makes arrests.

**Duty 3**

**General Summary:**

**Percentage: 5**

Participates in training activities.

**Individual tasks related to the duty:**

- Undergoes training on a routine basis related to learning and improving investigative techniques and specialized areas as well as security issues, department policies and procedures.
- Assists in providing training to other agents regarding specialized areas and to state and local law enforcement agencies as a representative of the department.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Preparing reports and following up on information obtained during field interviews. Independently developing and maintaining various sources of information to lead to conducting of investigations.

**17. Describe the types of decisions that require the supervisor's review.**

When a case that contains unfamiliar elements (including new legal areas) is being investigated. In addition, if matters of unrecognized sensitivity or profile are encountered. The initiation of new investigations also requires supervisory consult and review.

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

Employees in this classification are sworn peace officers who must meet, on a continuing basis, all Michigan Commission on Law Enforcement Standards (MCOLES) guidelines and perform all aspects of the job of a peace officer. This includes, but is

not limited to: carrying and use of firearms as necessary; physical effort in securing individuals and/or evidence; risks while serving arrest and search warrants in hostile environments; undercover operations involving known criminals; long hours or surveillance in undesirable areas; extended driving time as the jurisdiction encompasses the entire state of Michigan; specialized training to enforce the law while protecting the rights of individuals; use of personal computers in generating reports and access to maintenance of data bases, etc.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> Train employees in the work.      |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

Performs investigative duties of an Attorney General Investigator to support potential criminal litigation including conducting interviews and interrogations, drafting and executing search warrants, execution of arrest warrants, process services and courtroom testimony. Independently investigates and compiles materials and information for the legal staff with necessary reports, review and analysis of seized documents and other financial documents in summarized forms. Identifies and locates informants. Conducts surveillance and undercover activities. Develops internal and external resources.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

N/A

25. What is the function of the work area and how does this position fit into that function?

The Criminal Division investigates and prosecutes complex and sensitive legal matters concerning various forms of fraud, cold case homicides, human trafficking, narcotics, public and political corruption, child pornography, state tax violations, gambling offences, etc. The successful investigation and prosecution of these matters require a high level of proficiency in developing evidence for use at trial.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

**EDUCATION:**

Education typically acquired through completion of high school.

**EXPERIENCE:**

**Attorney General Investigator 9**

One year of experience as a peace officer and possession of MCOLES certification at time of appointment.

**Attorney General Investigator 10**

One year of experience equivalent to an Attorney General Investigator 9, after receipt of MCOLES certification; or, two years as a peace officer and possession of MCOLES certification at time of appointment.

**Attorney General Investigator E11**

Two years of experience equivalent to an Attorney General Investigator, after receipt of MCOLES certification, including one year equivalent to an Attorney General Investigator 10; or, three years as a peace officer and possession of MCOLES

certification at time of appointment.

**Alternate Education and Experience**

**Attorney General Investigator 9**

Possession of a bachelor's degree in criminal justice, criminalistics, criminology, law enforcement, police administration, security and loss prevention, or a related field may be substituted for the required experience. For this alternative, employees who fail to possess MCOLES certification within the first year of employment may be subject to separation.

Completion of 60 semester (90 term) college credits or possession of an associate's degree may be substituted for the required experience. For this alternative, employees must possess MCOLES certification at the time of appointment.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

As described in the Civil Service job specification

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

MCOLES certification on a continuing basis. Possession of a valid Michigan motor vehicle operator's license

*NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*

*I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

None

*I certify that the entries on these pages are accurate and complete.*

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

*I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date