

## POSITION DESCRIPTION

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> ATY GNRL CENTRAL OFFICE
<b>3. Employee Identification Number</b> ██████████	<b>9. Bureau (Institution, Board, or Commission)</b> Criminal Justice Bureau
<b>4. Civil Service Position Code Description</b> Attorney Gen Investigator-A	<b>10. Division</b> Criminal Investigations Division
<b>5. Working Title (What the agency calls the position)</b> Attorney General Investigator	<b>11. Section</b> Felony Non-Support
<b>6. Name and Position Code Description of Direct Supervisor</b> ; ATTORNEY GENERAL INVSTG SUPV-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> MILLER, SAMUEL A; ATTORNEY GENERAL INVSTG SUPV-2	<b>13. Work Location (City and Address)/Hours of Work</b> 525 W OTTAWA ST; LANSING, MI 48915 / Monday - Friday 8:00 a.m. to 5:00 p.m.

**14. General Summary of Function/Purpose of Position**

This advanced-level position is responsible for developing and managing the most complex cases involving voluminous sophisticated documents, special projects, and initiatives aimed at enhancing felony non-support collections. The special agent acts as the primary liaison between law enforcement, Friend of the Court, and other agencies involved in the child support system, serving as the senior investigator for their assigned counties. In addition, this role involves coordinating and directing the use and training of various investigative computer databases. The special agent leads investigations that include asset identification, victim interviews, arrests, and prisoner transports. As a senior worker, they are responsible for providing training and instruction to lower-level or new agents on investigative methods and techniques specific to Child Support enforcement. At the advanced level, the special agent independently negotiations with defendants prior to arraignments.

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: 50**

Manages high profile and complex child support cases as well as special projects assigned by the Division Chief and Supervisor

**Individual tasks related to the duty:**

Develops and uses multiple sources of information including utilizing MiCSES, Data Warehouse, credit bureau information, social media, and asset records to determine and assess whether felony non-support charges should be filed against a non-custodial parent.

Routinely handles the most complex cases involving voluminous sophisticated documents.

- Compiles investigative data needed for the issuance of criminal warrants for cases in assigned counties.
- Interviews custodial parents, identifying whether domestic violence risks are present, and consulting with Friend of the Court and Prosecutors during a case.
- Testifies in court in support of felony non-support prosecution as needed.
- Acts as the lead Investigator who provides professional guidance to other investigators and personnel in high-profile and media-worthy cases, including cases referred by the Legislature.
- Provides case summaries and updates of the high-profile cases as needed.
- Consistently uses own judgment to independently investigate and prepare documents for the most complex cases with the Office of Child Support to obtain and investigate Central Enforcement Unit (CEU) cases.
- Identifies investigative techniques to enhance the Division's efficiency and increase its collection efforts.
- Coordinates with outside law enforcement agencies to obtain assistance with warrant arrests.
- Conducts follow-up interviews as it relates to pre-existing Felony Non-Support complaints in order to determine if the named defendant has committed additional crimes, to include Witness intimidation, violation of terms of a bond conditional release or no-contact order.
- Provides information to the staff about recent advancements in forensic financial investigation techniques.
- Attends and successfully completes all required investigative division training required by the Attorney General.

**Duty 2****General Summary:****Percentage: 20**

Suspect apprehension

**Individual tasks related to the duty:**

Facilitates arrests by contacting and coordinating with local law enforcement in Michigan and out-of-state enforcement jurisdictions.

- Prepares necessary materials to obtain Governor's Warrants and provides prisoner transport between jurisdictions in Michigan.
  - Enters case updates, including reporting any monies collected, pursuant to Division policies.
  - Utilizes the Felony Non-Support mapping system to locate and coordinate attempted apprehensions throughout the U.S.
- Coordinates and directs surveillance activities

**Duty 3****General Summary:****Percentage: 10**

Child Support Case Negotiation

**Individual tasks related to the duty:**

Independently decides whether to allow the defendant to surrender or to pursue arrest based upon which action is most likely to achieve justice.

- Independently negotiates potential plea agreements with defendants based on known child support policies and guidelines prior to arrest arraignment and attorney approval.
- Communicates with victims regarding on-going negotiations taking place with defendants.
- Notifies Friend of the Court of negotiated agreement outcomes.

**Duty 4****General Summary:****Percentage: 20**

The senior agent is also providing training, mentoring, and instruction to new and low-level special agents including the use of specialized systems and databases.

**Individual tasks related to the duty:**

Provides training and instruction to new and low-level investigators on use of various investigative computer resources such as MiCSES, Data Warehouse, credit bureau information, and LEIN.

- Assist new agents in understanding the intricacies for each Michigan county and Friend of the Court Office, which may vary depending on the county.
- Offer case preparation and process training, reviewing work to ensure accuracy

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

Lead investigators independently decide which cases will be submitted for warrant based on established internal policies and guidelines. They also independently negotiate with defendants prior to arrest arraignment. These decisions directly impact the victims

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

When a case contains unfamiliar elements (including new legal areas) is being investigated, the investigator may seek supervisor's review. In addition, if matters of unrecognized sensitivity or high profile are encountered, they may seek supervisor's 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 police 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, driving time as the jurisdiction encompasses the entire state, specialized training to enforce the law while protecting the rights of individuals, and the use of computer in generating reports and accessing databases.

**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):**

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

This advanced-level position develops and manages complex special projects and initiatives to enhance felony non-support collections. The special agent is the recognized resource between law enforcement, Friend of the Court, and other agencies involved in the child support system, serving as the senior investigator for their assigned counties. The special agent is responsible for utilizing various investigative computer databases and engaging in asset identification, victim interviews, arrests, and prisoner transports. This position provides training and instruction to lower-level or new agents on investigative methods and techniques, which are unique to Child Support enforcement. At the advanced level, the special agent independently handles negotiations with defendants prior to arraignments

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

Special Agent Dena Smith has gained knowledge and experience by managing high level, complex non-felony support investigations. The duties and responsibilities have been increased. She is handling the same case volume and complexity of cases as other Attorney General Investigator 12 level investigators in the division.

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

The Felony Non-Support Section provides prosecutors, investigators, analysts, and support staff to investigate, apprehend, and potentially prosecute defendants in child support cases. This position is specifically responsible for handling complex child support investigations within the agent's assigned counties, working with victims, defendants, attorneys, Friend of the Court, and various law enforcement agencies

**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 12**

Three years of experience equivalent to an Attorney General Investigator including one year equivalent to an Attorney General Investigator E11.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

As described in the applicable Civil Service Job Specifications.

**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

6/27/2024

\_\_\_\_\_  
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.*

~~XXXXXXXXXX~~  
\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date