

Enforcement Agent

Job Code
1888L1

Job Title
Enforcement Agent

Pay Grade
29

CONCEPT:

This is specialized law enforcement, criminal investigation, and security work.

TASKS

- Conducts criminal tax fraud investigations for all taxes administered by the Kansas Department of Revenue, including investigations of alleged violations of the tax on illegal drugs.
- Investigates falsified documents relating to applications for licensing.
- Makes arrests of individuals, with or without warrants, for violations of criminal statutes.
- Executes search warrants to search for stolen products, instruments of a crime, gains of a crime or any evidence of a crime against the State.
- Conducts background investigations on vendors, potential retailers and prospective employees as required by statute and agency policy.
- Uses computer link-ups with KBI and Highway Patrol to access criminal telecommunications network and NCIC for investigations.
- Interviews victims and suspects during criminal investigations.
- Collects, analyzes and verifies information from persons and assesses the value of the information received. Completes written reports in compliance with agency procedures, and makes oral reports as needed.
- Uses a variety of communication skills and special techniques to interact formally and informally with community groups. Provides information about policies, procedures and techniques as they affect the public. Maintains good relations with other law enforcement agencies.
- Coordinates investigative procedures with other law enforcement agencies. Organizes and presents information based on investigations to superiors, and confers with prosecuting attorney for preparation of cases prior to court appearance. Appears in courts of law as a professional witness. Monitors court decisions pertaining to investigation procedures.
- Investigates lottery product theft and fraud; provides on-site security during computer lock downs; carries out security procedures at special events and all of site draw locations as required by lottery rules and regulations.
- Maintains physical security of buildings through video, recording equipment, proper alarming and routine observation.

LEVELS OF WORK

- Class Group consists of one class.

Enforcement Agent - Work involves enforcement of laws, rules and regulations applying to an agency of the State of Kansas. Monitors security procedures, investigates a variety of crime including theft and fraud. Also investigates cases involving torts against the State of Kansas

Minimum Requirements: Relevant education, training and experience required by the agency.

Necessary Special Requirements: Must be a United States citizen and at least 21 years of age. Must complete a basic law enforcement training program recognized by the Kansas Law Enforcement Training Commission and obtain certification as a law enforcement officer from the Kansas Law Enforcement Training Commission before being given permanent status. At time of appointment, candidate must take and pass a drug screening test approved by the Division of Personnel Services. This class requires the use of a firearm for law enforcement duties and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9).

REF: 12/13

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