

Class Concept

Employees in this class serve as Assistant Directors for SBI operations or the Branch Head of the Alcohol Law Enforcement (ALE) section.

As an Assistant Director for the SBI, positions in the class are responsible for all Bureau investigations in their assigned scope of responsibility. Positions are responsible for the administrative matters for their assigned areas as well as specialized units or programs. Positions plan, organize, and coordinate field operations for the entire state, including task forces, general investigations, and drug and narcotic investigations. Work includes coordinating major cases between districts and with other state and federal law enforcement agencies. Positions oversee the investigations of clandestine narcotic laboratories, undercover agents, and the smuggling of narcotics into the state. Work is performed under the general direction Director of the State Bureau of Investigation and work is evaluated through discussion, review of reports, and feedback from law enforcement.

As the Branch Head of the Alcohol Law Enforcement section, the position is the top management positions within the ALE Branch and oversees and directs the daily operations and administration of all programs assigned to ALE. Employee is responsible for developing, overseeing, and executing the ALE Section Strategic Plan. Employee supervises and manages staff that provides enforcement and regulation for the control and regulation of the sale, transportation, consumption and manufacturing of alcoholic beverages, controlled substances, tobacco, lottery, gambling, and criminal laws, and the administration of the Boxing Authority and bingo program. Employee works to provide ALE with the needed staff and resources to meet objectives. Under the direction of the SBI Director, the employee decides which new programs, systems, and procedures are to be implemented and which best meet the needs of ALE and the citizens of North Carolina. Employee reports to the Director of the SBI.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of modern intelligence methods, procedures and techniques applicable to criminal investigations.
- Thorough knowledge of the operational systems, procedures and objectives of field investigations; of the legal regulations and administrative policies pertaining to the confidential personal information; of the criminal laws of North Carolina; of the methods and procedures of criminal investigation and SBI organization and operations.
- Thorough knowledge of the organization, function, and responsibilities other law enforcement agencies.
- Skill in leading, coaching, mentoring, and disciplining subordinate staff.
- Skill in establishing and maintaining effective working relationships with other law enforcement agencies and the public.
- Ability to formulate, initiate, and implement effectively the policies and operational procedures of the SBI.
- Ability to oversee budget expenditures and future budgetary needs, and oversee and manage purchasing requests.
- Ability to direct the obtaining, compilations, and interpretation of criminal intelligence information into recommended plans of action.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and six years of varied investigative experience with the SBI or ALE including three years in a supervisory or administrative role; or an equivalent combination of education and experience.

Necessary Special Qualifications

Must have graduated from the SBI or ALE Academy or next available Academy after hiring and meet all applicable North Carolina state statutory standards for law enforcement officers.