

Class Concept

Employees in this class serve as Assistant Directors for SBI operations. As 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 administration of 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.

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 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 of 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 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 Academy or next available Academy after hiring and meet all applicable North Carolina state statutory standards for law enforcement officers.