

Class Concept

This is administrative and managerial work in assisting with the management and operations of the State Bureau of Investigation. Employee assists the Director with organizational changes, long term planning, and assists with the management of staff across the state. Work requires considerable contact with State and local law enforcement units, judicial officials and the Federal Bureau of Investigation to ensure a coordinated and cooperative program to deter, suppress, solve and prosecute major crimes in North Carolina. Responsibilities are carried out in accordance with the provisions of applicable State statutes. Employee reports directly to the Director of the State Bureau of Investigations and may act in his/her place in their absence.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge and understanding of the goals and objectives of the SBI, all SBI administrative and operational functions, policies, procedures, and each individual Bureau operating Unit.
- Thorough knowledge of criminal, civil, and administrative laws, rules, and procedures.
- Skills and abilities to accurately and objectively examine and evaluate all Bureau functions, operations, policies, procedures, and personnel, to determine if the Bureau is achieving its objectives and goals in an efficient and effective manner.
- Skills and abilities to supervise the investigation of the most complex and sensitive types of cases.
- Skill in coaching, mentoring, make hiring decisions, and disciplining employees as appropriate.
- Ability to administer state policies regarding the administrative matters of personnel, budget and purchasing.

Minimum Education and Experience

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

Necessary Special Qualification: Applicant must have graduated from the SBI Academy or the next available SBI Academy after hiring and meet any other applicable North Carolina state statutory standards for law enforcement officers.