

Class Concept

Agents in this class serve to enforce statutes under the Secretary's statewide jurisdiction. The agent is a sworn law enforcement officer, primarily responsible for conducting criminal investigations of notary and trademark violations. The agent may also be assigned to investigate or assist in investigations for violations of any other statute the Secretary has jurisdiction over. Work involves collection and preservation of evidence, interviewing of witnesses, suspects and victims. Work also involves the preparation and service of search warrants and court orders as well as preparation and execution of arrest warrants. Agents provide testimony in State and Federal court proceedings as necessary and are responsible for assuring that all steps in the investigation and arrest are followed correctly. Agents may also provide training in formal and informal settings to local law enforcement agencies concerning their specialized subject matter jurisdiction.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of law enforcement concepts, practices, and theories used in the technical specialty area with limited supervision.
- Thorough knowledge of North Carolina laws and procedures as well as state criminal court rules and procedures. A working knowledge of computer forensic examinations is required.
- Ability to manage work with supervision, consulting with supervisor to discuss alternative solutions.
- Ability to daily assimilate and express thoughts, ideas, and information effectively orally and through written communication for non-routine subjects and technical issues.
- Ability to repeatedly lift objects weighing more than 50 pounds.

Minimum Education and Experience

Bachelor's degree and/or equivalent combination of training and three years experience. Qualified for certification as a Law Enforcement Officer in accordance with the provisions of the North Carolina Criminal Justice Training and Standards Commission. All degrees must be received from appropriately accredited institutions.