



Job Description

Working Title: Special Investigator	Job Code: AUN03389	Reports To: Chief Special Agent
Job Code Descr: Special Investigator	Position Number/s: SRV000000832, SRV000000395, SRV000000394, SRV000000753	
Division/s: Taxpayer Services	Department Name/s: Tax Policy Unit/ Tobacco Enforcement Team	Law Enforcement: Yes
Pay Schedule/Grade: AREG 20	FLSA Status: Non-exempt	EEO Class: Professionals
Prepared By: R Jerome/ J Brown	Approved By: J Brown	Last Update: 9/27/24

Position Summary:

The Special Investigator is a field-based position (80%) assigned to the Tobacco Enforcement Team at the Arizona Department of Revenue (ADOR) to perform various investigative duties, which includes civil inspections and/or criminal investigations related to Arizona luxury tax statutes. This role conducts interviews, reviews information, collects and preserves evidence, writes reports, and enforces tobacco tax compliance throughout the state of Arizona. Additionally, this position conducts inspections of retailers and distributors, inspecting their tobacco products and educating them, and the public, of the responsibilities in the compliance of Arizona tobacco tax laws. This position has the authority to conduct surveillance, execute search warrants, make arrests, and conduct search and seizures of contraband and/or illegal tobacco products, and issue citations for misdemeanor violations. When required, this role testifies at the Grand Jury and/or attends other court proceedings.

Supervision:

This position does not have direct reports.

Essential Functions:	% of Time	Essential/ Non-essential
<u>Field-Based Inspections and Seizures</u> A part of a two-person team performs field-based work which requires in-state travel to include driving an agency and/or personal vehicle: <ul style="list-style-type: none"> Conducts inspections of retail stores and Distributors to ensure compliance, and/or investigate subjects for alleged violations of the luxury tax statutes, pertaining to tobacco products Conducts surveillance and works undercover as appropriate to assignment; may operate an unmarked vehicle Make seizures of contraband and/or counterfeit tobacco products and stamps, and conducts interviews and/or surveillance, execute search warrants and make arrests 	50%	E 1, 2, 3, 4, 5
<u>Documentation, Determinations & Reporting</u> <ul style="list-style-type: none"> Reviews and analyzes information, collects and preserves evidence, and makes entries in databases Confers with agency officials, staff members and representatives of other agencies to acquire information needed for immediate determinations or decisions. Confers with the supervisor, presenting and resolving complex problems or questions, discussing plans and actions to be taken, making decisions. Prepares documents and writes reports of activity and of detailed investigative reports. 	15%	E 1, 2, 3, 5



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<u>Education</u> Educate Retailers and Distributors, and train law enforcement agencies on tobacco and the tax laws pertaining to tobacco products.	10%	E 1, 2, 3, 5
<u>Litigation Support</u> <ul style="list-style-type: none"> ● Testifies before courts, and at administrative hearings and/or depositions which may require in-state travel/driving ● Assists ADOR Attorneys in preparing cases for hearings or court actions 	10%	E 2, 3, 5
<u>Agency/Department Compliance & Continuous Improvement</u> <ul style="list-style-type: none"> ● Remains current on all laws, regulations, policies, and best practices related to position through regular engagement in activities such as: self-directed research, conferring with other practitioners and technical experts; subscriptions to regulatory/legal/industry newsletters and briefs; membership industry associations and attendance at meetings/events; and or participation in training and others continuing education opportunities. ● Actively contributes to team and individual effectiveness through the following: - <ul style="list-style-type: none"> ○ Attends staff meetings and huddles of work unit or district; and may cascade and track information as indicated ○ Completes all required training in a timely manner. ○ Participates in assigned work teams as appropriate. ○ May complete periodic metrics, projects, huddle boards and reports as requested. ○ Prepares for and actively participates in 1:1 coaching with supervisor ● Maximizes work processes and deliverables through lean principles within the Arizona Management System (AMS); and provides recommendations for process improvement, and engages in continuous improvement efforts as assigned. 	20%	E 3, 5
Other duties as assigned	5%	NE

Requirements

Education & Experience

- Any combination that meets the knowledge, skills and abilities (KSA); typical ways KSAs are obtained may include but are not limited to: a relevant degree from an accredited college or university such as Associate's Degree (e.g., A.A.), training, coursework, and work experience relevant to the assignment.
- Minimum of two years experience conducting complex criminal investigations, which includes participation in all three stages of the criminal justice system (Investigation, Law Enforcement, and Prosecution)

Licenses & Certifications

- Valid, unrestricted Arizona State Driver's License
- Current Arizona Peace Officer (AZPOST) Certification

Knowledge/Understanding

- Knowledge of Arizona State laws and regulations; ADOR rules, regulations, policies and procedures
- Knowledge of Civil, criminal and/or regulatory laws enforced by ADOR
- Knowledge of the Authority of AZPOST Certified Peace Officers
- Knowledge of procedures for obtaining and executing search warrants and arrest warrants



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Skills

- Effective verbal, written, and listening communication skills
- Effective investigating interviewing techniques, and in collecting and presenting evidence
- Effective organization and time management skills with the ability to manage multiple projects simultaneously and work in high-pressure situations
- Effective interpersonal skills and demeanor
- Excellent/Strong/Proficient use of firearms
- Proficient in the use of a PC in a Windows environment; in the use of the Internet; in the use of MS Office Applications such as Outlook, Word and Excel, PowerPoint; and in the use of Google Suite applications such as Gmail, Sheets, Docs, and Drive.
- Proficient in the use of cameras and recorders

Abilities

- Ability to clear a comprehensive background and clearance process that includes an Arizona tax compliance verification, and a criminal background check through the FBI via level one fingerprint clearance through the Arizona Department of Public Safety, pre-hire Physical Abilities Test (PAT), and a Polygraph Test
- Ability to Interact with members of the public with diplomacy
- Ability to effectively interact and collaborate with other law enforcement agencies
- Ability to apply law enforcement procedures
- Ability to work both independently and collaboratively as part of a team
- Ability to work in a confidential manner, ensuring information is shared with internal and external individuals in an appropriate manner
- Ability to learn LEAN concepts, principles and tools
- Ability to understand and solve problems by applying intermediate analytical skills to include collecting all the relevant information and data needed to address the problem; organizing, classifying and synthesizing the data into fundamental issues; from the information, identifying the most probable causes of the problem; reducing the information down into manageable components; identifying the logical outcomes from the analyses of the data collected; and, identifying the options and solutions for addressing the problems analyzed.
- Ability to perform field-based work involving up to 80% of time out in the field and traveling throughout AZ Driver license
- Willingness and ability to embody ADOR's core values of Do the Right Thing, Commit to Excellence, and Care About One Another

Additional Job Demands

- In the course of performing the essential duties one must be able to:
 - Frequently Lift/carry up to 40 pounds; Frequently Push/Pull up to 20 pounds; Continuously Kneel/Crouch/Bend/Reach/Stand/Hear up to 66% of time; Seeing/Hear/Speak up to 66% of the time; Occasionally Balance/Climb/Crawl/Manual Dexterity/Twist up to 33% of time
 - Drive/Travel/Have Overnight stays; fluctuating work hours; iterating with hostile witnesses, and making arrests

Selective Preferences

- At least three years experience as a Post-Certified Peace Officer
- A college degree in Criminal Justice, Police Science, or related
- Experience with Continuous Improvement/LEAN
- Experience in the field of gang and/or narcotics investigations