



STATE OF NORTH CAROLINA  
invites applications for the position of:

# SBI Agent I

**JOB CLASS TITLE:** SBI Agent I

**POSITION NUMBER:** 60010913

**DEPARTMENT:** Dept of Public Safety

**DIVISION/SECTION:** SBI/Field Operations

**SALARY RANGE:** \$42,780.00 - \$72,424.00 Annually

**SALARY GRADE / SALARY GRADE EQUIVALENT:** GN11

**COMPETENCY LEVEL:** Not Applicable

**APPOINTMENT TYPE:** Permanent Full-Time

**WORK LOCATION:** Regional

**OPENING DATE:** 05/13/19

**CLOSING DATE:** 05/31/19 5:00 PM Eastern Time

**DESCRIPTION OF WORK:**

**This posting is for an SBI Agent I; however, trainees will be considered (SBI Agent Associates).**

**SBI Agent I** – Salary Grade GN11; Salary Range \$42,780 - \$72,424

**SBI Agent Associate** – Salary Grade GN10; Salary Range \$39,611 - \$67,060

***This posting is for 13 positions.***

***\*\*Academy Start Date - January 27, 2020\*\****

The North Carolina State Bureau of Investigation is extending an opportunity to join our team of Special Agents. The January 2020 SBI Academy is for applicants that are currently sworn law enforcement officers in the State of North Carolina or **in the process of becoming BLET (Basic Law Enforcement Training) certified in the State of North Carolina. Applicants must be BLET certified by December 31, 2019.**

Applicants who meet the minimum requirements for an SBI Agent I, including BLET certification, will be hired within the salary range of \$42,780.00 - \$72,424.00. Selected applicants must graduate from the next available SBI Academy and the SBI Field Training Program after being hired and meet any other applicable NC state statutory standards for law enforcement officers.

Applicants who hold current North Carolina Basic Law Enforcement Training certification, or will have attained BLET certification by **December 31, 2019**, will be hired as an SBI Agent Associate (GN10) at \$41,125.00 and at the completion of the NC SBI Academy and Field Training Program, pay will increase to the SBI Agent I (GN11) rate. Selected applicants must graduate from the next available SBI Academy and the SBI Field Training Program after being hired and meet any other applicable NC state statutory standards for law enforcement officers.

Applicant must have obtained a Bachelor's degree from an accredited institution by August 31, 2019.

*Agent Duty Stations may be located anywhere in the State.*

SBI District Office Map: <http://www.ncsbi.gov/Divisions/Field-Operations/District-Offices.aspx>

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The SBI Agent is a professional investigative position in the State Bureau of Investigation using the authority, jurisdiction and resources of the State Bureau of Investigation to assist local, state and federal law enforcement agencies and judicial officials, as well as exercise the statutory original jurisdiction of the Department. This is a sworn position that is subject to the Fair Labor Standards Act and a mandatory probationary period of 24 months.

This position will require the employee to perform a variety of law enforcement duties, such as investigate criminal activity; conduct crime scene searches, interview and interrogate persons in connection with the investigation of criminal cases; prepare detailed investigative reports using correct grammar, vocabulary, spelling and appropriate terminology; assist other law enforcement agencies in the investigation and prosecution of cases; testify in court by articulating information in a self-confident, professional manner, and in logical order demonstrating use and understanding of appropriate language; gather information for the identification of persons and criminal intelligence; apprehend wanted persons, conduct background investigations, interact effectively with a variety of individuals from diverse backgrounds in the general population as well as in the law enforcement and criminal justice communities; and perform other law enforcement duties.

The SBI Agent must be able to accurately assess the potential consequences of alternative courses of action and select the one which is most acceptable. The employee in this position must be able to reach a decision quickly when faced with several alternate courses of action. The position requires that the employee be able to comprehend factual information and recall this information as it pertains to laws, statutes and codes. The SBI Agent must speak clearly and intelligently to individuals and groups, as well as over police radio and other electronic transmission equipment.

SBI Agents are required to respond on a 24-hour, 7 day per week basis. The Agent is required to work a 160-hour work period as a minimum per month.

Click [HERE](#) for State Benefits.

#### **KNOWLEDGE, SKILLS AND ABILITIES / COMPETENCIES:**

**Listed below are the Knowledge, Skills and Abilities (KSA's) associated with this position. These KSA's, along with the Minimum Education and Experience Requirements listed, are required in order to be deemed "eligible" for the position. Qualified applicants must possess and application must clearly reflect work experience that demonstrates the following:**

- Must be a U.S. Citizen.
- The ability to learn the methods, procedures and practices used in the investigation of criminal offenses, and of the principles of securing and identifying a variety of crime related evidence.
- The ability to investigate a variety of criminal cases, to interpret and apply criminal laws of North Carolina in investigations, to make arrests, to prepare comprehensive and detailed reports pertaining to individual cases, to present effective court testimony, and to apply the principles, techniques, and procedures of modern criminal investigation.
- The ability to use firearms, tools and equipment involved in evidence collection and preservation effectively.
- The ability to establish and maintain favorable working relationships with other law enforcement agencies and officers.

#### **Additional information to Applicants:**

**Selected candidates will undergo and must successfully complete a comprehensive background investigation which includes a pre-employment polygraph examination, credit and arrest checks, interviews with associates, personal and business references, verification interviews of employers and neighbors, verification of education achievement, medical examination, urinalysis drug screening and psychological assessment.**

A fitness assessment must be successfully completed for applicant to be eligible to enter the polygraph phase of the selection process. The SBI's physical fitness test is comprised of the following events; the

maximum number of push-ups completed in one (1) minute, the maximum number of sit-ups completed in one (1) minute, 300 meter sprint and one and a half (1.5) mile run for time. **The fitness assessment for this posting will be scheduled for the week of July 8, 2019.**

The SBI Agent must be in and maintain a physical condition which permits certification by the North Carolina Criminal Justice Education and Training Standards Commission for law enforcement officers.

The SBI Agent will be expected to adopt a reasonable grooming standard consistent with professional standards and expectations, as well as take pride in his/her personal appearance and professional being. The employee in this position must have and maintain a level of personal conduct which, if exposed in court, would not detract from the credibility of his/her testimony. This position requires the employee not to engage in behavior which would diminish community respect for trust in the law enforcement agency.

Applicant must graduate from the next available SBI Academy after being hired and meet any other applicable NC state statutory standards for law enforcement officers, as a condition of continued employment.

**\*\*Even though positions will be located throughout the state, all phases of the hiring process will take place in Raleigh, North Carolina. \*\***

#### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

Bachelor's degree from an appropriately accredited institution and one year of law enforcement experience that included having the power to arrest; or an equivalent combination of education and experience.

Necessary Special Qualifications: Applicant must graduate from the next available SBI Academy upon hire and meet any other applicable NC state statutory standards for law enforcement officers.

Applicants who do not meet the minimum requirements will be hired as an SBI Agent Associate.

Minimum Education and Experience Requirements for a Trainee Appointment (SBI Agent Associate): Bachelor's degree from an appropriately accredited institution or an equivalent combination of education and experience. Necessary Special Qualifications: Applicant must graduate from the next available SBI Academy upon hire and meet any other applicable NC state statutory standards for law enforcement officers.

#### **SUPPLEMENTAL AND CONTACT INFORMATION:**

The State Bureau of Investigation is an Equal Opportunity Employer. The SBI uses the Merit-Based Recruitment and Selection Policy to fill positions subject to the State Human Resources Act with the most qualified individuals. Hiring salary will be based on relevant qualifications, internal equity and budgetary considerations pertinent to the advertised position.

- Online applications are only accepted through <http://www.oshr.nc.gov/jobs/>
- **To receive credit for all of your work history and credentials, you must list the information on the State of North Carolina application. Any information omitted cannot be considered for qualifying credit. Resumes will not be accepted in lieu of the state application.**
- **The Knowledge, Skills and Abilities AND the Minimum Education and Experience are REQUIRED in order to be considered qualified for the position. Therefore, you MUST provide supporting information within the body of the application that clearly demonstrates your possession of the KSA's and the Education/Experience requirements. SBI will NOT accept "see attached resume" in lieu of education and work experience completed on the application.**
- Degrees must be received from appropriately accredited institutions.
- Applicants seeking Veteran's Preference must attach a DD form 214, Certificate of Release or Discharge from Active Duty, along with your application.
- During the online application process, if additional documentation is required, attach the documentation at the bottom of Step 4 in the application process. If applying for a position certified through the North Carolina Department of Justice-Criminal Justice Standards Division, refer to <http://www.ncdoj.gov/getdoc/831a884b-7b81-42bf-aa64-6d725bbbd49e/Criminal-Justice-Educationand-Training-Standards.aspx> for specific certification requirements.
- The State Bureau of Investigation must adhere to the United States Department of Justice Final Rule on the "National Standards to Prevent, Detect, and Respond to Prison Rape" under the Prison Rape Elimination Act (PREA) Standards at 28 C.F.R. Part 115 Docket No. OAG-131 RIN 1105-AB34. Refer

to <http://www.ncdps.gov/document/prea-hiring-and-promotion-prohibitions> for hiring and promotion prohibition requirements for all positions in the SBI.

**Due to the volume of applications received, we are unable to provide information regarding the status of your application over the phone.** You can check the status of the application by logging into your account at [www.oshr.nc.gov](http://www.oshr.nc.gov) and clicking "Application Status."

For technical assistance with completing the application please contact our applicant customer support line at 855-524-5627. **If there are any questions specific to this posting, please contact SBI Human Resources at 919-662-4500.**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.oshr.nc.gov/jobs/index.html>

Position #19-04827  
SBI AGENT I  
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NOTE: Apply to the department listed on posting  
An Equal Opportunity Employer, NC State Government

[noreply@nc.gov](mailto:noreply@nc.gov)

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### SBI Agent I Supplemental Questionnaire

- \* 1. Are you a U.S. Citizen?  
☐ Yes ☐ No
- \* 2. Do you have a Bachelor's degree?  
☐ Yes ☐ No
- \* 3. If you answered 'No' to question 2, will you have a Bachelor's degree by August 31, 2019?  
☐ Yes ☐ No
- \* 4. Do you have or are you currently enrolled in North Carolina Basic Law Enforcement Training Certification (BLET)?  
☐ Yes ☐ No
- \* 5. If you answered 'Yes' to question 4, please provide educational institution name, dates attended or estimated completion date.
- \* 6. Have you had at least one year of law enforcement experience that included the power to arrest?  
☐ Yes ☐ No
- \* 7. Please check all districts you are willing to accept a position in:
  - ☐ Coastal (Brunswick, Carteret, Columbus, Craven, Duplin, Jones, New Hanover, Onslow, Pamlico, Pender)
  - ☐ Northeastern (Beaufort, Bertie, Camden, Chowan, Currituck, Dare, Edgecombe, Gates, Greene, Halifax, Hertford, Hyde, Lenoir, Martin, Nash, Northampton, Pasquotank, Perquimans, Pitt, Tyrrell, Washington, Wayne, Wilson)
  - ☐ Southeastern (Bladen, Cumberland, Hoke, Lee, Moore, Richmond, Robeson, Sampson,

Scotland)

☐ Capital (Chatham, Durham, Franklin, Granville, Harnett, Johnston, Orange, Person, Vance, Wake, Warren)

☐ Northern Piedmont (Alamance, Caswell, Davidson, Forsyth, Guilford, Montgomery, Randolph, Rockingham, Stokes)

☐ Southern Piedmont (Anson, Cabarrus, Cleveland, Gaston, Lincoln, Mecklenburg, Rowan, Stanly, Union)

☐ Northwestern (Alexander, Alleghany, Ashe, Avery, Burke, Caldwell, Catawba, Davie, Iredell, Surry, Watauga, Wilkes, Yadkin)

☐ Western (Buncombe, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Madison, McDowell, Mitchell, Polk, Rutherford, Swain, Transylvania, Yancey)

- \* 8. Irrespective of jurisdiction, have you ever committed or been convicted of a felony or any other crime that you could be sentenced to 2 years or greater?

☐ Yes ☐ No

- \* 9. Have you illegally sold any drug at any time in your life?

☐ Yes ☐ No

- \* 10. Have you used any illegal substance in the past three (3) years?

☐ Yes ☐ No

- \* 11. All applicants must submit to a comprehensive background investigation, credit check, submission of fingerprints, pre-employment polygraph, psychological evaluation, medical examination and urinalysis drug screening and a physical fitness assessment. Do you understand this requirement?

☐ Yes ☐ No

- \* 12. Have you ever applied to the SBI before?

☐ Yes ☐ No

- \* 13. If you have previously applied to the SBI, when and under what last name? If so, did you have a polygraph examination? Were you interviewed? Was a background investigation initiated? If you have never applied please indicate N/A.

- \* 14. Have you previously applied with other law enforcement agencies? If so, which ones and what stage of the process did you complete? If you have never applied please indicate N/A.

- \* 15. I certify that all responses provided in this application are true and complete and I understand any intentional misstatement or omission of information may remove me from consideration for employment. I further understand that all responses will be verified during the background investigation and a polygraph examination.

☐ Yes ☐ No

- \* 16. In order to receive credit for the supplemental questions that you answered, you must provide supporting information within the body of the application to validate your answer. Your application should also reflect all education, work experience, and certifications/licenses obtained. Work experience must clearly demonstrate that you possess the Knowledge, Skills and Abilities listed on the job posting. Have you provided such

information within the body of the application?

☐ Yes ☐ No

\* Required Question