

# KANSAS DEPARTMENT OF REVENUE

## Classification Title: Enforcement Agent

Percentage	Description
30%	<p>Conducting Criminal Investigations. Conducts criminal investigations pertaining to suspected violations on the part of vehicle dealers and other suspected crimes perpetrated against KDOR including but not limited to tax fraud, driver's licenses and hidden ownership. Investigates other crimes uncovered during KDOR fraud investigation when appropriate. Investigations include cases involving single suspects as well as complex investigations of criminal organizations that perpetrate the schemes. Conducts other criminal investigations as assigned including cases involving suspected illegal activity on the part of KDOR employees on the job. Develops investigative plans for complex cases. Assembles and assimilates large quantities of data; discerns key issues and draws appropriate conclusions. Conducts investigations in a legally-sanctioned manner. Gathers, collates, organizes and analyzes information, conducts interviews, coordinates with law enforcement, prosecutors as well as other government agencies. Performs surveillance, and employs covert measures as necessary to document suspected incidences of criminal violations. Works cases in a timely manner. Maintains order and organization of complex case files. Protects the integrity and confidentiality of the investigative process and tax information.</p>
22%	<p>Documenting and Presenting Findings. Prepares written reports that are thorough, understandable, accurate, and properly formatted including but not limited to investigative narratives, memorandum of interviews, prosecution summaries and affidavits. Writes reports in a manner conducive for criminal or administrative prosecution. The elements of each violation are clearly outlined. Maintains up to date case files, documenting findings as the case develops, including updating case information contained in network folders. Provides routine updates to Chief Investigator. Presents results of investigations to the Chief Investigator and the appropriate prosecutor in a manner that ensures understanding. Appears in criminal court and administrative hearings as required, displaying a professional demeanor and appearance.</p>
19%	<p>Conducting Interviews. Interviews witnesses and suspects in a manner that maximizes opportunities to determine the truth and that meets legal requirements. Adapts interviewing approach and techniques to fit the dynamics of the situation and interviewee. Applies training and experience in an effective and efficient manner.</p> <p>Performing Criminal Enforcement Activities. Performs functions relating to arrests, the execution of arrest warrants and search warrants, as well as the use of force in a professional, safe and legally sanctioned manner. Authors and follows operational plans in an organized fashion.</p>
8%	<p>Cultivating a trusting/collaborative working rapport with key partners. Routinely communicates and works with Homeland Security Investigations, the SSA Office of Inspector General (OIG), FBI, State Department, Citizenship and Immigration Services Fraud Detection and National Security, U.S. Department of Labor OIG on the federal level as well as the KBI, Kansas Attorney General's Office and other state law enforcement agencies, as well as and law enforcement officers from Kansas sheriff's offices and police departments. Works with district and county attorneys as well as the U.S. Attorney's Office during the development of cases to maximize opportunities for successful prosecution should criminal violations be found. Works closely with Division of Taxation, protecting integrity of investigative and confidential tax information. Partners with DMVs in other states and Kansas Office of Vital Records.</p>
8%	<p>Conducting Administrative Investigations. Performs investigations for administrative resolution. Communicates with licensees, applicants, notifies them of denials, cancellations and other important actions. Inspects dealerships to ensure compliance with laws/regulations. Investigates complaints from the public including misrepresentation of a vehicle, odometer fraud, salvage fraud, unlicensed salespersons, curbstoning and alleged sales tax violations..</p>
13%	<p>General Support to Unit. Assist with the operation of the Office of Special Investigations as assigned by Chief Investigator. This includes, but is not limited to providing Spanish interpreter services; conducting security clearance background investigations, performing research, and helping staff complete their duties effectively.</p> <p>Professional Performance. Executes duties with integrity and honesty. Complies with confidentiality laws and policies and conducts investigations in a manner that protects sensitive information and the reputation of innocent parties. Complies with unit policies. Fulfills duties in an honest and truthful fashion. Maintains law enforcement certification through on-going training and weapons qualification. Maintains professional appearance. Completes non-investigative administrative duties timely and accurately including activity reports, vehicle logs, travel vouchers, etc. Effectively maintains state equipment, including vehicles.</p>