

ASSISTANT CHIEF OF CUSTOMS AND QUARANTINE

NATURE OF WORK IN THIS CLASS

Assists in the administration of the programs and activities of the Customs and Quarantine Agency.

ILLUSTRATIVE EXAMPLES OF WORK (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Assists in the administration of the programs of the Customs and Quarantine Agency, involving inspection activities in the enforcement of applicable local and federal laws, regulations and other requirements relative to imports and exports.

Assists in the budget formulation and administration; administers administrative policies and requirements relative to personnel, training and safety.

Conducts investigations regarding violations of pertinent laws, regulations and other program requirements.

Directs the maintenance of records and preparation of activity and other administrative reports.

Formulates and implements policies, procedures and other program guidelines.

Interprets and explains enforceable import and export laws and requirements to the public.

Interprets and explains customs and related laws and regulations, procedures, and other inspection/enforcement program requirements to subordinates.

Maintains liaison with collaborating local and federal agencies and the military security.

Testifies in court as a government witness as required.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles, practices and techniques used in the inspection/enforcement of customs and quarantine applicable laws and regulations relative to import and exports.

Knowledge of the principles and practices of modern public administration.

Ability to assist in the administration of a comprehensive program coverage and activities of the Customs and Quarantine Agency.

Ability to interpret, apply and enforce pertinent local and federal import/export laws, regulations and other program requirements.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate program effectiveness and initiate/recommend changes to enhance improvement.

Ability to work effectively with employees and the public.

Ability to communicate effectively, both orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING

- A. Three (3) years of experience in the rank of a Customs and Quarantine Officer Supervisor and graduation from a recognized college or university with a Bachelor's degree in public or business administration, social or behavioral sciences or related field; or**
- B. Five (5) years of experience in the rank of a Customs and Quarantine Officer Supervisor and sixty (60) semester hours towards a Bachelor's degree in public or business administration, social or behavioral science or related field; or**
- C. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.**

ESTABLISHED: JULY 1980
AMENDED: NOVEMBER 1994
AMENDED: AUGUST 1995

PAY GRADE: 0

HAY EVALUATION:

KNOW HOW:	E13	264
PROBLEM SOLVING:	E3 (38%)	100
<u>ACCOUNTABILITY:</u>	<u>E1P</u>	<u>132</u>
TOTAL POINTS:		496



ELOY P. HARA
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