

CUSTOMS and QUARANTINE OFFICER I**NATURE OF WORK IN THIS CLASS**

This is entry level work in the customs and quarantine law enforcement profession. Employees in this class are responsible for enforcing all rules, regulations, policies, and procedures applicable to customs and quarantine, pursuant to Title 5, Guam Code Annotated Chapter 73. This job involves routine inspection work.

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.)

Conducts routine inspections of cargos, passengers, crew members, aircrafts, and vessels; reviews and secures import and export documents of persons, baggage and cargo.

Monitors the discharge of cargos and passengers from vessels and aircrafts.

Conducts inventory of incoming cargos and intercepted items.

Examines export documents and articles to be exported to foreign countries for compliance with the Export Administration Regulations.

Performs preliminary interviews and incident reports on criminal and non-criminal activities.

Takes appropriate action when violations are found ; seizes and preserves evidence.

Interprets customs and related laws, regulations, procedures, and other program requirements.

Performs surveillance work at all ports of entry and island coastlines to prevent and detect illegal or irregular removal or entry of imported items.

Maintains records and prepares reports.

Makes arrests in the performance of duties.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Ability to interpret and apply local and federal customs and quarantine laws, regulations, program requirements and guidelines.

Ability to learn and apply pertinent principles, procedures, and techniques of search, seizure, and arrest of violations of program requirements.

Ability to enforce laws and regulations with tact, firmness, and impartiality.

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Ability to exercise sound discretion and initiative in the performance of duties.

Ability to communicate effectively, both orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

Skill in the use and care of a firearm.

MINIMUM EXPERIENCE AND TRAINING

- (a) Automatic promotion from the Customs and Quarantine (Trainee) position upon successful completion of the required Guam Peace Officer Standards and Training (POST) Commission approved law enforcement training program and six (6) months on-the-job training
- (b) Any equivalent combination of education, police training and experience which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS:

- (a) Must possess a valid Guam driver's license;
- (b) May be required to possess a valid Guam firearms identification card [Government of Guam law enforcement officers are exempted from providing proof, 10 GCA § 6.0101(a)];

In addition to meeting the NSQ's above, the following requirement must be verified upon job offer, pursuant to Public Law 29th 12:

- (c) Must be a United States citizen or a resident who is legally authorized to work within the United States and its territories;
- (d) Must be at least eighteen (18) year of age;
- (e) Must be fingerprinted; local and national fingerprint files shall be searched to determine if the applicant has a criminal record;
- (f) Must not have been convicted in any civilian or military court of a felony, a crime involving moral turpitude, a crime of domestic or family violence, regardless of whether he has been pardoned or commuted by *I Maga'lahaen Guahan* regarding such conviction;

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- (g) Must have a good moral character as determined by a background investigation; the hiring agency **shall** complete a background investigation defined by the POST
- (h) Commission of any applicant for employment as a peace officer before the applicant may be employed **or** begin training as a peace officer;
- (i) Must be free of any physical, emotional or mental conditions which might adversely affect his performance of duty as a peace officer; physical condition **shall** be evaluated by a person licensed to practice medicine; emotional and mental conditions **shall** be evaluated by a licensed psychologist or psychiatrist; and
- (j) Must pass an oral interview and written examinations by the hiring agency.

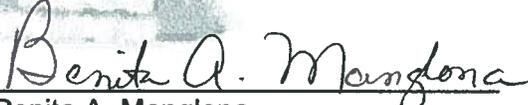
ESTABLISHED: JULY 1980

AMENDED: MAY 2011

PAY GRADE: HL

HAY EVALUATION:	Know-How:	C 1 1 115	115
	Problem Solving:	C 2 22%	25
	Accountability:	B 1 C	<u>29</u>
	Total Points:		169

This standard revises and supersedes the standard established July 1980, and amended in November 1994, August 1995 and October 1998.


 Benita A. Manglona
 Acting Director, Department of Administration