



Government of Guam  
Department of Administration  
Human Resources Division



Eddie Baza Calvo  
Governor  
Ray Tenorio  
Lieutenant Governor

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Director

**DEPARTMENTAL COMPETITIVE EXAMINATION**

To establish a list for the position of  
**CUSTOMS AND QUARANTINE OFFICER III**

**Area of Consideration: Customs & Quarantine Agency**

**Announcement Number: DOA 02-17**

**Open: November 25, 2016**

**Close: December 12, 2016**

**Pay Grade: OPEN: JL04-1; \$32,118 P/A – JL04-10; \$48,179.60 P/A  
PROMOTION: JL04-1; \$32,118 P/A – JL04-20; \$67,961.60 P/A**

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 a and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit [www.ggrf.com](http://www.ggrf.com). For other inquires please visit Department of Administration website [www.doa.guam.gov](http://www.doa.guam.gov).

**Who Can Apply**

Only permanent, government of Guam employees from the department or agency as identified in the area of consideration above can apply. The appointing authority for the above department/agency has identified this position as a career development opportunity for his/her employees pursuant to rule 4.101.A1.

**Qualification Requirements**

One (1) year of experience in the rank of a Customs and Quarantine Officer II and thirty (30) semester hours of college credits in public or business administration, social science, behavioural science and related field; or

Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**Necessary Special Qualification**

Possession of a valid driver's license; Possession of a valid Guam's firearms permit; May possess completion of an approved Drug Detector Dog Handler Program when assigned to Special Enforcement Division of Customs Department.

**Nature of work**

This is complex inspection work involved in the enforcement and administration of local and federal customs and quarantine applicable laws and regulations, inclusive of handling and use of drug detecting canines in order to search a diverse range of cargo, conveyances, and structures for concealed narcotics. Employees in this class analyze routine to complex situations and develop systematic conclusions using profile techniques and other viable information. This position also involves case investigative work and administrative functions that entail technical report writing. Employees in this class also work with considerable latitude in the exercise of independent judgement of a section engaged in special law enforcement related activities. This position may provide leadership and guidance to subordinate officers.

**Illustrative Examples of Work**

Conducts routine to complex interviews of passengers, importers and exporters in the development of an inspection profile. Interprets and explains enforceable laws and regulations, inspection, interception and arrest procedures and other program guidelines. Conducts and investigates custom cases in violation of local and federal customs and quarantine applicable laws and regulations. Collects facts and obtains information by observing conditions, examining records and materials, and interviewing individuals. Writes and secures affidavits. Prepares investigative reports to be used as a basis for court or administrative action. Analyzes advanced cargo, passenger manifests and other documents for the identification of suspect activity. Investigates complaints filed by employees or the general public. Provides technical assistance to subordinate on methods, techniques and procedures to be employed. Prepares transfers documents and is accountable for seized contraband items. Assists management in the development of policies and produces. Assists in the preparation of training program for new and existing personnel. Trains new and existing personnel. Coordinates with other law enforcement agencies in the legal application of their enforcement responsibilities. Compiles work status reports and makes assessments. Maintains records and prepares technical reports. **Special Enforcement:** Utilizes a drug detective canine in order to search cargo, baggage, mail, and conveyances for smuggled narcotic substances. Applies techniques and procedures to maintain an acceptable level of canine proficiency. Participates and assists in demonstration or presentations of canines detecting narcotics for public information and relations. Prepares technical reports and summaries for use in legal proceedings. Serves as a government witness, and collects justification for search warrants when needed. Reviews and analyzes cargo documentation for potential smuggling activity. Participates and assist in special surveillance operations and controlled deliveries when necessary. Maintains the good health and will being of the canine in terms of ensuring sanitary living conditions, exposure prevention, healthy diet, exercise, preventative medicine program, etc. Monitors the appearance behavior and overall condition of the canine for irregularities. Performs related duties as required.

**Knowledge, Abilities & Skills**

Knowledge of customs and quarantine related laws, rules, regulations, policies and procedures. Knowledge in the proper handling, training, maintenance and care of a drug detecting canine and canine behavioural psychology. Ability to interpret and apply local and federal customs and quarantine laws regulations, program requires and guidelines. Ability to apply and enforce the technical aspects of law enforcement, arrest procedures, search and seizure, rules of evidence and detention custody. Ability to use special tools and equipment for the preliminary identification weighing and safeguarding of suspected contraband. Ability to solve problems and make decisions in accordance with program guidelines. Ability to enforce laws and regulations with tact, firmness, and impartiality. Ability to identify, evaluate and react to potential smuggling activity. Ability to communicate effectively. Ability to maintain records and prepare technical reports. Skill in the safe use and operation of a motor vehicle. Skill in the use and care firearms.

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# CUSTOMS AND QUARANTINE OFFICER III

## (DEPARTMENTAL)

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### Physical Fitness Qualification Test (PFQT)

For informational purposes, Each agency employing Category 1 and Category 2 peace officers shall be responsible for the administration of the Physical Fitness Qualification Test (PFQT) shall meet a uniform minimum physical fitness standard in order to obtain and maintain their certificates from the P.O.S.T Commission. The PFQT standard shall be equivalent to the U.S. Air Force fitness test, as currently embodied in Air Force Instruction 36-2905, dated October 21, 2013, or as amended in accordance with Public Law 32-232."

### Minimum Educational Requirements

All new employees (meaning not a current government of Guam employee to include reemployment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by the DOA Human Resource Manager.

### Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. If you wish to claim for any preference points, please read the employment application General Instruction page for additional information. If you have any questions, please contact the Recruitment Branch at 475-1141/1128/1120.

### Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

### Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

### Examination Requirements

A written test is not required. Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

### Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his or her designee for all eligibles referred via certification.

### Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

### Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

### Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

### Police & Court Clearances Requirements

If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

### Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2<sup>nd</sup> floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.

### For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1120. In addition, job announcements and job application forms are accessible through the Department of Administration's website at [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov). Also, job applications can be downloaded from [www.govguamdocs.com](http://www.govguamdocs.com) or you can email to [doa@jobs@doa.guam.gov](mailto:doa@jobs@doa.guam.gov) for additional information.

  
For: SHANE G. L. NGATA  
PERSONNEL SERVICES ADMINISTRATOR  
HUMAN RESOURCES DIVISION

**WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.**