

## CONTRACTORS LICENSE INVESTIGATOR

NATURE OF WORK IN THIS CLASS:

This is technical investigative work involved in the enforcement of the Guam Contractors License Board laws, rules and regulations.

Employees in this class work independently after initial training and work under closer supervision on more complex assignments.

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 inspections and investigations on contractors to assure compliance with the Guam Contractors License Board laws, rules and regulations; interprets and disseminates information on inquiries relative to the laws, rules and regulations; advises contractors in regards to obtaining licenses to conform with findings of investigation.

Investigates consumer complaints; gathers, analyzes, evaluates and determines facts from information obtained in each complaint; conduct interviews with contractors, witnesses and suspects; takes statements under oath; collects and preserves evidence; and examines records.

Appears before the Guam Contractors License Board and/or court of law as a witness in disputed cases.

Maintains records and prepares investigative reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to apply investigative techniques and methods.

Ability to learn, interpret and apply pertinent laws, rules and regulations and other program guidelines.

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

Ability to identify, evaluate and extract information from a variety of documents.

Ability to gather facts and information and maintain their confidentiality.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.  
Ability to maintain records and prepare investigative reports.  
Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

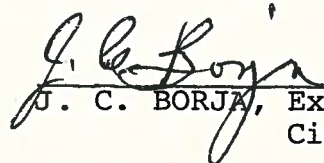
- (a) Two years of work experience involving the application of technical regulations, legal requirements and related enforcement work; and graduation from high school; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED: July, 1983

PAY RANGE: 20

  
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J. C. BORJA, Executive Director  
Civil Service Commission