

CUSTOMS AND QUARANTINE OFFICER II

NATURE OF WORK IN THIS CLASS

This is moderately complex inspection work in enforcing local and federal laws, rules, regulations, policies and procedures applicable to customs and quarantine. Employees in this class perform on an independent basis a full range of enforcement duties and responsibilities.

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.)

Performs independent inspection work in the enforcement of local and federal customs and quarantine applicable laws and regulations.

Interprets and explains customs and quarantine applicable laws, regulations, procedures and other program requirements to the public.

Assists in the preparation of the bi-weekly, monthly and annual reports.

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

Collaborates with personnel of the Guam Police Department, Drug Enforcement Administration, Naval Investigation Service Resident Agency, and the Air Force Office of Special Investigations on customs drug seizures requiring controlled delivery.

May testify in court as a government witness.

Maintains records and prepare reports.

Makes arrests in the performance of duties.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of inspection, seizure and arrest techniques, procedures and requirements in the enforcement of customs and quarantine applicable laws and regulations.

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

Ability to make decisions in accordance with appropriate program guidelines.

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

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 firearms.

MINIMUM EXPERIENCE AND TRAINING

- A. Two (2) years of experience in the rank of a Customs and Quarantine Officer I; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

OTHER NECESSARY SPECIAL QUALIFICATIONS

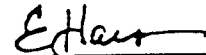
- A. Possession of a valid driver's license.
- B. Possession of a Guam's firearms permit.

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

PAY GRADE: I

HAY EVALUATION:

KNOW HOW:	D11	132
PROBLEM SOLVING:	C3 (25%)	33
<u>ACCOUNTABILITY:</u>	<u>C1C</u>	<u>38</u>
TOTAL POINTS:		203



ELOY P. HARA
Executive Director
Civil Service Commission