

INTERNAL INVESTIGATION AGENT

NATURE OF WORK IN THIS CLASS

This is complex investigative work involved in planning and conducting internal investigations relating to the administration of, or compliance with federal and local laws and regulations for the Customs & Quarantine Agency or the Guam Airport Authority.

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 and investigates cases pertaining to employees for possible violation of local/federal statues, rules and regulations. May investigate applicants for employment, related companies and others.

Collects facts and obtains information by observing conditions, examine records and materials, and interviewing individuals.

Reviews and determines evidence upon submission for further investigation and possible arrest from the responsible individuals(s) or parties.

Cooperates with local and federal departments and agencies on matters of concurrent jurisdiction, functions and concerns.

Testifies or serves as a witness before administrative bodies and courts; Prepares investigative reports and secures affidavits and other documentary evidence.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles, practices and techniques of civil/criminal investigations.

Knowledge of rules of legal evidence.

Ability to gather facts and information through interviews, research, observation examinations and maintain confidentiality.

Ability to work effectively with the public and employees.

Ability to communicate effectively.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS (Con't)

Ability to maintain records and prepare investigative reports.

Skill in the use and care of firearms.

MINIMUM EXPERIENCE AND TRAINING

- A. Three years of investigative experience and graduation from a recognized college or university with a Bachelor's degree in criminal justice or related field.
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

OTHER NECESSARY SPECIAL QUALIFICATIONS

Possession of a valid driver's license may be required.

Possession of a Guam Firearms Permit.

ESTABLISHED: AUGUST 1984
AMENDED: JULY 1996

PAY GRADE: K

HAY EVALUATION:

KNOW HOW:	EI2	152
PROBLEM SOLVING:	D3 (29%)	50
<u>ACCOUNTABILITY:</u>	<u>D1C</u>	<u>57</u>
TOTAL POINTS:		259



ELOY P. HARA
Executive Director
Civil Service Commission