

## INVESTIGATOR I (AG)

NATURE OF WORK IN THIS CLASS

This is responsible professional investigative work involving civil and/or criminal cases with the Department of Law.

Employees in this class perform routine investigations independently after initial training, and work under closer supervision on a variety of more complex investigative assignments.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Conducts routine investigations relating to civil/criminal cases or complaints of alleged violations of laws, rules and regulations filed with the Office of Attorney General.

Interviews victims, witnesses and suspects; collects and preserve evidence; examines records and documents; serves warrants for arrests, searches and seizures as necessary.

Performs surveillance and stakeout; assists and coordinates with federal, military and local law enforcement personnel.

Investigates consumer complaints; gathers, analyzes, evaluates, and determines facts from information obtained in each complaint lodged and prepares case file for the consumer counsel to act upon; conducts investigations in shopping centers, auto shops and other establishments to determine if fraudulence and/or deception is practiced by owners of these entities.

Maintains records and prepares reports of investigations.

May testify in court as a government witness.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

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

Knowledge of the rules of legal evidence.

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

Ability to interpret, apply and make decisions in accordance with laws, regulations and other program guidelines.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare investigative reports.

Skill in the use and care of firearms.

Skill in the safe operation of motor vehicles.

#### MINIMUM EXPERIENCE AND TRAINING

- a) Two years of civil or criminal investigative work and graduation from a recognized college or university with a Bachelor's degree in criminal justice, business or public administration, political science, behavioral or social science or related fields; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

#### NECESSARY SPECIAL QUALIFICATIONS

- a) Possession of a valid Guam firearms permit.
- b) Possession of a valid driver's license.

ESTABLISHED: JULY 1980  
PAY RANGE: 30

AMENDED: January 16, 1989 (PL 19-52:11)  
PAY RANGE: 43

  
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FELIX P. CAMACHO  
Executive Director  
Civil Service Commission