

INVESTIGATOR III (AG)

NATURE OF WORK IN THIS CLASS

This is complex professional investigative work involving criminal/civil case with the Department of Law.

Employees in this class perform the full range of complex professional investigative duties, including independent work in specialized areas of the profession. Employees may serve as team or group leaders over subordinate professional staff.

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 complex investigations relating to criminal cases and/or complaints of alleged violations of laws, rules and regulations filed with the Attorney General's Office.

Interviews and interrogates witnesses, victims and suspects; obtains preserves and identifies physical and documentary evidence; examines files and records; serves warrants for arrests, searches and seizures, as necessary.

Conducts confidential investigations of alleged misconduct, corruption and malfeasance of government officials and employees.

Conducts clandestine meetings with informants and other contacts.

Performs surveillance and stakeout.

Assists federal, military and local law enforcement personnel on raids and arrests, as necessary.

Develops and follows leads e.g. moving from the suspect or subject to his associates, acquaintances, neighbors, and follow workers, without periodic supervisory guidance.

Maintains investigative files and prepares investigative reports and evidence to substantiate allegations; testifies in court investigations.

Testifies before grand juries if necessary.

Serves subpoenas or other official documents.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

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

Knowledge of the rules of legal evidence relative to the collection, preservation and identification of evidence.

Knowledge of rules of evidence.

Knowledge of laws and decisions relating to search, seizure and arrest.

Ability to plan, organize, and conduct investigations.

Ability to gather facts and information through interview, research, observation, and examination of records and maintain confidentiality.

Ability to adapt investigative methods, techniques and procedures to specific situations.

Ability to observe and record facts about persons, objects and events.

Ability to make thorough and complete investigations.

Ability to distinguish conclusions and facts.

Ability to report facts accurately in a concise, logical and objective manner.

Ability to evaluate reliability and credibility of statements and witnesses.

Ability to deal effectively with others and gain their confidence and cooperation.

Ability to make positive decisions.

Ability to testify in legal, quasi-legal or administrative proceedings.

Ability to discover and recognize evidence of crimes and violations.

Ability to anticipate and respond appropriately to violent actions.

Ability to analyze, interpret and evaluate information obtained.

Ability to function effectively under stress.

Ability to work effectively with the general public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain case files and prepare investigative reports.

Skill in conducting interviews and interrogations.

Skill in recognizing, exploring and exploiting leads.

Skill in recognizing, collecting and preserving physical evidence.

Skill in detecting discrepancies in information.

Skill in distinguishing between relevant and irrelevant information or evidence.

Skill in maintaining surveillance.

Skill in dealing with emergency situations.

Skill in the use and care of firearms.

Skill in the preparation of technical reports.

Skill in the safe operation of motor vehicle.

MINIMUM EXPERIENCE AND TRAINING

- a) Four years of experience as an Investigator II (AG) or equivalent 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; and
- b) Possession of a valid driver's license.

ESTABLISHED: JULY 1980
PAY RANGE: 40

AMENDED: JANUARY 16, 1989 (P.L. 19-52:11)
PAY RANGE: 47

PAY GRADE: N
STEP 1: \$31,064
STEP 10: \$46,596


FELIX P. CAMACHO
Executive Director
Civil Service Commission