

INVESTIGATOR IV

NATURE OF WORK IN THIS CLASS

Supervises and performs highly complex professional investigative work involving criminal/civil cases with the Department of Law.

Employees in this class performs the full range of complex professional investigative duties, including independent work in specialized area of profession and is also responsible for supervising the work of other subordinate investigators.

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.)

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

Receives complaints, interviews victims, witnesses, and suspects; collects and preserves evidence; examines records and documents;

Coordinates assignments with the unit's senior investigators and lead attorneys.

Reviews and drafts affidavits of probable cause in support of arrest and search warrants.

Supervises and serves warrants for arrest, searches and seizures.

Coordinates surveillance and stakeout assignments and assistance to other law enforcement agencies, as needed.

Supervises the maintenance of case files and preparation of investigative reports and evidence collected and preserved to substantiate allegations.

Testifies in court proceedings.

Responsible for providing training and guidance to subordinate investigators.

Maintains the personnel files of investigative staff and assists the Chief Investigator in personnel matters.

Maintains records and prepares technical reports.

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 for the prosecution of alleged violations of criminal and civil laws, rules and regulations.

Knowledge of the principles and practices of public administration.

Ability to supervise criminal and civil investigation program.

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 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 employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to prepare administrative and investigative reports.

Skill in investigative techniques and practices.

Skill in the use and care of firearms.

Skill in the safe operation of motor vehicle.


MINIMUM EXPERIENCE AND TRAINING

- a) Five years of experience as an Investigator III (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.
- b) Possession of a valid driver's license.

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FELIX P. CAMACHO
Executive Director
Civil Service Commission