

NATURE OF WORK IN THIS CLASS:

This is a trainee position that is established and utilized via a Cooperative Apprenticeship Program Agreement in a law enforcement occupation between the Guam Department of Labor and a sponsoring line department or agency. Apprentices are employed and compensated as stipulated in the program agreement or as determined by the Director of Administration.

Employees in this class participate in on-the-job training or specific work processes in law enforcement and attend law enforcement-related academic classes on a regular basis. A certificate of completion is awarded upon satisfactory completion of both the on-the-job training and academic program requirements.

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.)

Participates in specific work processes or on-the-job training and evaluation in law enforcement involving safety, organizational policies and procedures, and any other job-related duty or activity as assigned.

Attends law enforcement-related academic classes on a regular basis.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to follow oral and written instructions.

Ability to meet hard deadlines and work or study to strict schedules.

Ability to troubleshoot, problem-solve, and/or think critically.

Ability to communicate clearly and concisely, orally and in writing.

Ability to learn work processes and/or assigned tasks readily and to adhere to prescribed procedures.

Ability to work effectively with employees and the public, and as part of a team.

Willingness to put in the extra time and effort to build and gain the required knowledge and experience to complete program requirements.

MINIMUM EXPERIENCE AND TRAINING:

Graduation from High School or its Equivalency.

NECESSARY SPECIAL QUALIFICATIONS:

Applicant must meet established age, physical fitness, certification and/or any other specific job-related law enforcement requirements stipulated in the cooperative program agreement.

APPRENTICE (Law Enforcement)

11.031

ESTABLISHED: September 8, 2023


PAYGRADE: F (L21PP)

STATUTE: (If applicable)

HAY EVALUATION:

KNOW-HOW:	B I 2	100
PROBLEM SOLVING:	B 2 (19%)	19
ACCOUNTABILITY:	B N II	<u>22</u>
TOTAL POINTS		141


EDWARD M. BIRN, Director
Department of Administration


JOSHUA F. TENORIO
ACTING GOVERNOR OF GUAM

LOURDES A. LEON GUERRERO
Governor of Guam