

CUSTOMS AND QUARANTINE OFFICER SUPERVISOR

NATURE OF WORK IN THIS CLASS

This is supervisory inspection work involved in the enforcement of local and federal customs and quarantine applicable laws and regulations under the jurisdiction of the Customs and Quarantine Agency.

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.)

Supervises inspection and related specialized activities in the enforcement of customs and quarantine applicable laws and regulations at assigned program section.

Interprets and explains enforceable laws and regulations, inspection procedures, interception procedures, arrest procedures and other program guidelines to subordinates.

Interprets and explains import and export requirements to the public.

Insures proper seizure, documentation and delivery of intercepted materials to appropriate agencies for disposition, and the proper apprehension of detention of persons and vessels in violation of enforceable laws and regulations.

Evaluates program effectiveness and recommends/implements changes in policies and procedures to improve effectiveness.

Appears at preliminary hearings with the prosecuting attorney and testifies in court as a government witness as required.

Implements administrative policies for personnel, training and safety.

Prepares periodic activity and administrative reports.

Supervises the maintenance of records and preparation of activity reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of inspection, seizure and arrest techniques, procedures and requirements in the enforcement of customs and quarantine related laws.

Ability to supervise the work of others.

Ability to interpret and apply local and federal customs and quarantine laws, regulations, program requirements and guidelines.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to enforce laws and regulations with tact, firmness and impartiality.

Ability to evaluate operational effectiveness and recommend changes in policies and procedures to improve effectiveness.

Ability to work effectively with employees and the public.

Ability to communicate effectively, both orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

Skill in the use and care of firearms.

MINIMUM EXPERIENCE AND TRAINING

- A. Two (2) years of experience in the rank of a Customs and Quarantine Officer III and forty five semester hours of college credits towards a Bachelor's degree in public or business administration, social or behavioral sciences or related field; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

OTHER NECESSARY SPECIAL QUALIFICATIONS

- A. Possession of a valid driver's license.
- B. Possession of a Guam's firearms permit.

ESTABLISHED: JULY 1980
AMENDED: NOVEMBER 1994
AMENDED: AUGUST 1995

PAY GRADE: M Step 1: \$28,678 - Step 10: \$43,018

HAY EVALUATION:

KNOW HOW:	EI3	200
PROBLEM SOLVING:	E3 (33%)	66
<u>ACCOUNTABILITY:</u>	<u>D1S</u>	<u>76</u>
TOTAL POINTS:		342



ELOY P. HARA
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Civil Service Commission