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AUG 22 2024

Administration  
Director's Office

unclassified

**INVESTIGATOR TRAINEE-OAG  
(Unclassified)**

**NATURE OF WORK IN THIS CLASS:**

This is a trainee level position progressing to professional investigative work involving civil and/or criminal cases with the Office of the Attorney General of Guam.

Employees in this class work under close supervision assisting seasoned Investigators perform investigations of moderate to complex 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)

Assist seasoned Investigators in the conduct of investigations relating to civil/criminal cases or complaints of alleged violations of laws, rules and regulations filed with the Office of the Attorney General;

Assist seasoned Investigators interview witnesses and suspects; collects and preserve evidence; examines records and documents; serves warrants for arrests, searches and seizures as necessary;

Assist seasoned Investigators perform surveillance and stakeout; assist and coordinate with federal, military and local law enforcement personnel;

Assist seasoned Investigators investigate consumer complaints; gather, analyse, evaluate and determine 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;

Assist seasoned Investigators maintain records and assist in the preparation of investigative reports;

May testify in court as a government witness;

Performs related duties as required under the close supervision of a seasoned Investigator.

**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 examination and maintain confidentially;

Ability to interpret, apply and make decisions in accordance with law, regulations, program guidelines & office policies/standard operating procedures;

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 a motor vehicles.

**MINIMUM EXPERIENCE AND TRAINING:**

- a) Graduation from a recognized college or university with a Bachelor's degree in criminal justice, business or public administration, political science, behavioural or social science or related field and possession of an active POST certificate.
- b) Any equivalent combination of training and experience which provides the minimum knowledge, abilities and skills.

**Note: Bifurcated Qualification:** Applicants may conditionally qualify with a Bachelor's degree or equivalence without POST certification, but must attest that they will obtain such certification within two years of hire. Failure to obtain POST certification within two years shall result in automatic termination.

**NECESSARY SPECIAL QUALIFICATIONS:**

- a) Possession of a current POST Certification (See Note Above);
- b) Possession of a valid Guam firearms permit;
- c) Possession of a valid driver's license

ESTABLISHED: August 21 , 2024

PAY GRADE: J-L 21

APPROVED: 

**Douglas B. Moylan**  
Attorney General of Guam