

**CHIEF INVESTIGATION AGENT (AG)****NATURE OF WORK IN THIS CLASS**

Directs the criminal and civil investigation programs and activities of the Department of Law.

**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.)

Plans and administers the criminal and civil investigation programs and activities of the Department of Law.

Formulates and implements policies, procedures and other guidelines for the conduct of investigations.

Coordinates investigative activities and maintains liaison with other law enforcement agencies.

Assists in the conduct of highly complex and sensitive investigations.

Evaluates program effectiveness and recommends/implements necessary changes to improve effectiveness.

Implements administrative policies for personnel, training and safety.

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

Maintains records and prepares administrative and 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 administer criminal and civil investigation programs.

Ability to interpret, apply and make decisions in accordance with pertinent laws, regulations and other program guidelines.

Ability to evaluate program operations and recommend/implement necessary changes to improve effectiveness.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to prepare administrative and other reports.

Skill in investigative techniques and practices.

Skill in the use and care of firearms.

Skill in the safe operation of motor vehicles.

#### MINIMUM EXPERIENCE AND TRAINING


- a) Six years of progressively responsible experience as an Investigator (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.

ESTABLISHED: JULY 1980  
PAY RANGE: 36

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

  
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FELIX P. CAMACHO  
Executive Director  
Civil Service Commission