OFFICE OF THE ATTORNEY GENERAL
Government of Guam
Administration Division
590 S. Marine Corps Drive, Ste. 706
Tamuning, Guam 96913

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JOB ANNOUNCEMENT

INVESTIGATOR I **(Position Code No. 4.311)**	**ANNOUNCEMENT NO.** AG16-JA023
PAY GRADE/SALARY	**AREA OF CONSIDERATION: OPEN**
OPEN: KL04-01, $34,518 P/A – KL04-10, $51,777 P/A	**APPLICATION WILL BE ACCEPTED FOR THE PERIOD:**
PROMOTION: KL04-01, $34,518 P/A – KL04-20, $73,038 P/A	**OPENS:** February 19, 2016 **CLOSES:** Continuous

NECESSARY SPECIAL QUALIFICATION	A) Must possess a valid Guam P.O.S.T. Commission approved law enforcement program certificate. B) Must possess a valid Guam driver's license. C) Must possess a valid Guam firearm identification card; [Government of Guam law enforcement officers are exempted from providing proof, 10 GCA, Section 6.0101(a)]. D) Must be at least eighteen (18) years of age. **<u>In addition to meeting the NSQs above, the following requirements must be verified upon job offer:</u>** E) Must be a United States citizen or a resident who is legally authorized to work within the United States and its territories. F) Must be fingerprinted. G) Must not have been convicted in any civilian or military court of a felony, a crime involving moral turpitude, a crime of domestic or family violence; regardless of being pardoned or commuted by *I Maga'lahen Guahan* regarding such conviction. H) A police officer dismissed for cause shall be permanently ineligible for reappointment to any position in the Department. An officer who resigns for the sole purpose of negating or averting a pending or anticipated disciplinary action to dismiss the officer may be ineligible for reappointment. I) Must have good moral character as determined by a background investigation. J) Must be free of any physical, emotional or mental conditions, which might adversely affect his performance of duty as a peace officer. K) Must pass an oral interview selection examination. L) Must submit to and pass a drug screening test, including but not limited to a urinalysis test. M) Must submit to psychological testing. N) Must submit to and pass a polygraph examination.
QUALIFICATION REQUIREMENTS	Two (2) years of civil or criminal investigative 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 any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.
NATURE OF WORK	This is responsible professional investigative work involving civil and/or criminal cases with the Department of Law. Employees in this class perform routine investigations independently after initial training, and work under closer supervision on a variety of more complex investigative assignments.
ILLUSTRATIVE EXAMPLE OF WORK	Conducts routine investigations relating to civil/criminal cases or complaints of alleged violations of laws, rules and regulations filed with the Office of the Attorney General. Interviews victims, witnesses and suspects; collects and preserves evidence; examines records and documents; serves warrants for arrests, searches and seizures as necessary. Performs surveillance and stakeout; assists and coordinates with federal, military and local law enforcement personnel. Investigates consumer complaints; gathers, analyzes, evaluates, and determines 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. Maintains records and prepares reports of investigations. May testify in court as a government witness. Performs related duties as required.
KNOWLEDGE, ABILITIES & 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 examinations and maintain confidentiality. Ability to interpret, apply and make decisions in accordance with laws, regulations and other program guidelines. 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 motor vehicles.

MINIMUM EDUCATIONAL REQUIREMENTS	All new employees (defined as excluding current government of Guam employees, or former government of Guam who are eligible for re-employment or reappointment), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions approved by Attorney General.
DOCUMENTATION REQUIREMENTS	Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an education institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. If you wish to claim for any preference points, please read the employment application General instruction page for additional information. If you have any questions, please contact Administration Division at 475-3324 extension 5110/5115/5120.
SUITABILITY DETERMINATION FORM	Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.
PROHIBITION PURSUANT TO P.L. 28-98	No person convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.
EXAMINATION REQUIREMENTS	A written test is not required. Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of training, education and experience in relation to the minimum requirements of the position.
INTERVIEWING PROCEDURES	A personal interview or interview by telephone (if off-island) will be held by the Office for all eligible's referred via certification.
EMPLOYMENT MEDICAL EXAMINATION	All applicants accepting employment must undergo a medical examination and be declared by a physician as capable of performing the duties of the position being hired for.
WORK ELIGIBILITY	When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as a condition of employment.
DRUG SCREENING	Applicants selected for an offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Testing Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.
POLICE & COURT CLEARANCE REQUIREMENTS	If you are selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). Our Office will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.
VETERAN'S PREFERENCE	Applicants claiming veteran's preference are required to provide a copy of their DD-214 (military discharge form). Those claiming compensable disability are required to provide a copy of a letter from the Veteran's Administration.
WHERE TO APPLY	Submit job applications in person or by mail to the Office of the Attorney General, 590 S. Marine Corps Drive, ITC Building, 7th floor, Ste. 706, Tamuning, Guam 96913. Office hours are between 8:00 a.m. - 5:00 p.m., Monday through Friday. In addition, job announcements and job application forms are accessible on our website at www.guamag.org. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**
FOR MORE INFORMATION	Contact our Office at (671) 475-3324 extensions 5110/5115/5120 or hr@guamag.org, or visit us at 590 S. Marine Corps Drive, ITC Building, 7th floor, Ste. 706, Tamuning, Guam 96913

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