

CUSTOMS and QUARANTINE OFFICER III

NATURE OF WORK IN THIS CLASS

This is complex inspection work involved in the enforcement and administration of local and federal customs and quarantine applicable laws and regulations, inclusive of handling and use of drug detecting canines in order to search a diverse range of cargo, conveyances, and structures for concealed narcotics.

Employees in this class analyze routine to complex situations and develop systematic conclusions using profile techniques and other viable information. This position also involves case investigative work and administrative functions that entail technical report writing. Employees in this class also work with considerable latitude in the exercise of independent judgement of a section engaged in special law enforcement related activities. This position may provide leadership and guidance to subordinate officers.

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.)

Conducts routine to complex interviews of passengers, importers and exporters in the development of an inspection profile.

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

Conducts and investigates custom cases in violation of local and federal customs and quarantine applicable laws and regulations.

Collects facts and obtains information by observing conditions, examining records and materials, and interviewing individuals; writes and secures affidavits.

Prepares investigative reports to be used as a basis for court or administrative action.

Analyzes advanced cargo, passenger manifests and other documents for the identification of suspect activity.

Investigates complaints filed by employees or the general public.

Provides technical assistance to subordinate on methods, techniques and procedures to be employed.

Prepares transfer documents and is accountable for seized contraband items.

ILLUSTRATIVE EXAMPLES OF WORK (Con't)

Assists management in the development of policies and procedures.

Assists in the preparation of training program for new and existing personnel. Trains new and existing personnel.

Coordinates with other law enforcement agencies in the legal application of their enforcement responsibilities.

Compiles work status reports and makes assessments.

Maintains records and prepares technical reports.

SPECIAL ENFORCEMENT

Utilizes a drug detecting canine in order to search cargo, baggage, mail, and conveyances for smuggled narcotic substances.

Applies techniques and procedures to maintain an acceptable level of canine proficiency.

Participates and assists in demonstrations or presentations of canines detecting narcotics for public information and relations.

Prepares technical reports and summaries for use in legal proceedings; serves as a government witness; and collects justification for search warrants when needed.

Reviews and analyzes cargo documentation for potential smuggling activity.

Participates and assists in special surveillance operations and controlled deliveries when necessary.

Maintains the good health and well being of the canine in terms of ensuring sanitary living condition, exposure prevention, healthy diet, exercise, preventative medicine program, etc.

Monitors the appearance, behavior and overall condition of the canine for irregularities.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of customs and quarantine related laws, rules, regulations, policies and procedures.

Knowledge in the proper handling, training, maintenance and care of a drug detecting canine and canine behavioral psychology.

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

Ability to apply and enforce the technical aspects of law enforcement, arrest procedures, search and seizure, rules of evidence, and detention custody.

Ability to use special tools and equipment for the preliminary identification, weighing and safeguarding of suspected contraband.

Ability to solve problems and make decisions in accordance with program guidelines.

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

Ability to identify, evaluate and react to potential smuggling activity.

Ability to communicate effectively.

Ability to maintain records and prepare technical reports.

Skill in the safe use and operation of a motor vehicle.

Skill in the use and care firearms.

MINIMUM EXPERIENCE AND TRAINING

- A. One (1) year of experience in the rank of a Customs and Quarantine Officer II and thirty (30) semester hours of college credits in public or business administration, social science, behavioral science or related field; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS

Possession of a valid driver's license.

Possession of a valid Guam's firearms permit.

May possess completion of an approved Drug Detector Dog Handler Program when assigned to Special Enforcement Division of Customs Department.

ESTABLISHED: JULY 1995
AMENDED: MARCH 1996

PAY GRADE: J

HAY EVALUATION:

KNOW HOW:	DI2	152
PROBLEM SOLVING:	D3 (29%)	43
<u>ACCOUNTABILITY:</u>	<u>D1C</u>	<u>50</u>
TOTAL POINTS:		245



ELOY P. HARA
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