



JUDICIARY OF GUAM

Administrative Office of the Courts

Human Resources Office

Guam Judicial Center • 120 West O'Brien Drive • Hagatna, Guam 96910

Telephone: (671)475-3399/3422/3239/3329 • Facsimile: (671) 477-3184



F. Philip Carbullido
Chief Justice

Alberto C. Lamorena III
Presiding Judge

Perry C. Taitano
Administrator of the Courts

Barbara Jean T. Perez
Human Resources Administrator

JOB ANNOUNCEMENT

POSITION TITLE: SENIOR SYSTEMS PROGRAMMER

TYPE OF APPOINTMENT: Unclassified/Exempted Appointment
(Full-Time Position)

ANNOUNCEMENT NUMBER: 27 - 2013

OPENING DATE: August 12, 2013

CLOSING DATE: Continuous Until Filled

DEPARTMENT/DIVISION: Administrative Office of the Courts/Court
Administrative Services

DIVISION: Management Information Systems

PAY GRADE - STEP: P

SALARY: \$36,850.00 - \$59,211 per annum
(Salary Eligibility is based on Administrative Compensation Policy# UJ06-05)

NATURE OF WORK IN THIS CLASS:

Under the general direction of the Management Information Systems (MIS) Administrator, the incumbent would oversee all systems and network technology efforts supported by the Judiciary of Guam. An employee of this class would perform duties to manage all systems and networking applications. (Updated Systems Scope of Work: Duties will include creating and modifying systems programs through conversions of project requirements into code. Individual would also be required to perform the full scope of IT work related to application analysis, design and programming functions.)

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of NT 4.0, Routers, Authentication Servers, NT SMS, NT Policy Files, NT Registry, Fast Ethernet Switches and Remote Access Servers. Updated Systems: Knowledge of SQL Server, SQL Management Studio & Microsoft Visual Studio 2010.
- Knowledge of TCP/IP protocol, ports and OSI model.
- Knowledge of NT Domain Server and Domain Name Server technologies and principles.
- Knowledge of Internet and Intranet web server and Ethernet switching technologies and principles.
- Knowledge of Local and Wide Area Network technologies and principles.
- Knowledge of client server hardware repair and installation.
- Knowledge of authentication and operating systems technologies and principles.
- Knowledge of systems maintenance backup and recovery technologies and principles.
- Knowledge of relational database management technologies and principles.
- Knowledge of hardware repair and trouble shooting.
- Ability to develop network architecture diagrams.
- Ability to prepare clear, detailed programs of instruction for systems work to be performed.
- Ability to develop process flow and data models.
- Ability to communicate effectively and delegate work assignments to technical personnel.
- Ability to learn and apply the administrative reporting or statistical systems commonly used by court managers and supervisors.
- Ability to maintain records and prepare reports, define problems, collect data, establish facts, and draw valid conclusions.
- Ability to work effectively with judiciary personnel and the public.
- Skill in application design, programming and systems software.

**Job Announcement No. 27 – 2013
Senior Systems Programmer**

PREFERRED MINIMUM EXPERIENCE AND TRAINING:

- (A) Graduation from a recognized college or university with a Bachelor's degree in Computer Science, Information Science or closely related field plus five (5) years of progressive work experience in computer systems programming; or
- (B) Graduation from a recognized college or university with an Associate's degree in Computer Science, Information Science or closely related field plus six (6) years and six (6) months progressive work experience in computer systems programming; or
- (C) Any equivalent combination of experience and training which provides the knowledge, abilities and skills required for the position as acceptable by the appointing authority.

DRUG TESTING:

All applicants given a conditional offer of employment with the Judiciary of Guam will be required to submit to urinalysis to screen for the illegal use of drugs prior to employment.

RATING AND SELECTION FACTORS:

Candidates will be considered and selected based on merit without discrimination because of race, religion, creed, color, sex, national origin, age, marital status, disabilities, political affiliation, genetic information, or any non-merit factor. Evaluation will be based on the candidate's education, experience, and training as evident in the submitted application for employment form.

HOW TO APPLY:

Applicants can obtain and must submit an "Application for Employment" form to:

Human Resources Office
Judiciary of Guam
Guam Judicial Center
120 West O'Brien Drive
Hagåtña, Guam 96910

IMPORTANT INFORMATION AND REQUIREMENTS:

1. PROOF OF ELIGIBILITY TO WORK IN THE UNITED STATES AND GUAM:

Federal Public Law 99-6603 (8 USC Section 1324A) requires the Judiciary of Guam, Government of Guam to verify the applicant's identity and eligibility to work in the United States. Any applicant selected for employment must provide proof of identity such as a birth certificate, passport, naturalization card, or other acceptable documentation.

2. VETERANS PREFERENCE:

Title 4 Guam Code Annotated §4104 provides for five (5) preferential points for applicants who are veterans or former members of the Armed Forces of the United States or the Guam Police Combat Patrol. Such individuals who are disabled as a result of their service shall receive ten (10) preferential points added to their passing score. Applicants claiming for these preferential points must submit a copy of their DD-214 (Military Discharge Form) or certification from the Guam Chief of Police, whichever is applicable. Those claiming Veterans Compensable Disability are required to provide a copy of a letter from the Veterans Administration in addition to the DD-214 form.

3. DISABILITY PREFERENCE:

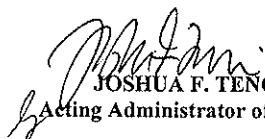
Title 4 Guam Code Annotated §4104 provides for five (5) preferential points for applicants who are residents of Guam and are physically or mentally impaired, but are physically and mentally able to perform efficiently and safely the duties of the job being applied for. Applicants claiming points for disability preference must submit a Certification of Disability from the Department of Integrated Services for Individuals with Disabilities, Division of Vocational Rehabilitation.

4. EDUCATION:

All applicants must provide proof of acquired education by submitting a copy of his/her high school diploma or General Education Development (G.E.D.) or college diploma and/or official transcripts.

NOTE: All applicants are required to submit a current **Police Record Clearance and Court Clearance** in addition to the **Application for Employment** form which is available at the Human Resources Office or the Judiciary of Guam website at www.guamcourts.org.

For additional information, please call the Human Resources Office at 475-3399/3329.


JOSHUA F. TENORIO
Acting Administrator of the Courts

THE JUDICIARY OF GUAM IS AN EQUAL OPPORTUNITY EMPLOYER

The Judiciary of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Individuals with disabilities requiring special accommodations or assistance should contact Ms. Linette Muna Perez, the court's EEO Officer at 475-3374 or TDD at 477-6953 prior to any scheduled examinations or interviews.

In accordance with the Judiciary's EEO Plan, as approved by the U.S. Department of Justice, Office for Civil Rights, applicants may obtain a copy of the EEO Plan from the EEO Office upon request.