



# JUDICIARY OF GUAM

Administrative Office of the Courts

**Human Resources Office**

Guam Judicial Center · 120 W O'Brien Drive · Hagatna, GU 96910  
Telephone: (671)475-3399/3422/3239/3329 · Facsimile: (671) 477-3184



Robert J. Torres  
Chief Justice

Alberto C. Lamorena III  
Presiding Judge

Joshua F. Tenorio  
Administrator of the Courts

Barbara Jean T. Perez  
Human Resources Administrator

## OPEN & PROMOTIONAL JOB ANNOUNCEMENT TO ESTABLISH A LIST OF CERTIFIED ELIGIBLES

POSITION TITLE:	COURT TRANSCRIBER
TYPE OF APPOINTMENT:	Full-Time Permanent Position
ANNOUNCEMENT NUMBER:	48-2015
OPENING DATE:	December 14, 2015
CLOSING DATE:	Continuous
DEPARTMENT	Superior Court
DIVISION:	Courts & Ministerial
PAY GRADE - STEP:	GPP-L - 1
SALARY:	\$37,100.00

### NATURE OF WORK:

This is highly skilled, responsible technical clerical work whose primary functions are verbatim transcriptions of electronic recordation of judicial proceedings and/or hearings. Employees in this class perform a variety of tasks with minimal supervision to ensure maximum verbatim accuracy of transcriptions and must maintain a high standard of confidentiality in carrying out these tasks.

### MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of format, style and written form of legal documents.
- Knowledge of English, spelling, punctuation and grammar.
- Knowledge of legal and other complex and technical terminology encountered during court proceedings.
- Knowledge of courtroom operations, court rules, practices and procedures.
- Knowledge of statutes and rules related to confidentiality of proceedings, civil and criminal law terminology, procedures, rules and regulations.
- Ability to record, accurately transcribe and proofread at extended periods of time
- Ability to respond to inquiries, and if necessary, draft appropriate correspondence concerning the inquiry of exhibits, transcripts and other related matters in a clear and concise manner.
- Ability to interpret local and written instructions.
- Ability to operate and maintain electronic recording equipment, typewriter, computer and dictating/transcribing equipment.
- Ability to prepare special/statistical reports.
- Skilled at typing on a computer keyboard, or on an electronic typewriter.

### MINIMUM EXPERIENCE AND TRAINING:

Graduation from high school or G.E.D. equivalent, plus four (4) years of secretarial experience of which two (2) years must be in transcription work.

### NECESSARY SPECIAL QUALIFICATION:

Must take and pass the required employment examination for the Court Transcriber position. (*A copy of the Study Guide for the examination is available at the Human Resources Office.*)

### 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.

*"The Judiciary of Guam is an equal opportunity provider and employer."*

**RATING AND SELECTION FACTORS:**

Candidates will be considered and selected based on merit without discrimination because of age, disability, equal pay/compensation, genetic information, harassment, national origin, pregnancy, race/color, religion, retaliation, sex, sexual harassment and any other classification protected by law. Evaluation will be based on the candidate's education, experience, and training as evidenced 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 W O'Brien Dr  
Hagatna, GU 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's website at [www.guamcourts.org](http://www.guamcourts.org)**.

For additional information, please call the Office of Human Resources at 475-3399/3329/3422.

  
**ROBERT S. CRUZ**  
Acting Administrator of the Courts

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 M. Perez, 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.

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