



# JUDICIARY OF GUAM



Administrative Office of the Courts

*Human Resources Office*

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

Katherine A. Maraman  
Chief Justice

Alberto C. Lamorena III  
Presiding Judge

Robert S. Cruz  
Acting Administrator of the Courts

Barbara Jean T. Perez  
Human Resources Administrator

OPEN

## JOB ANNOUNCEMENT

TO ESTABLISH A LIST OF CERTIFIED ELIGIBLES

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| <b>POSITION TITLE:</b><br><br><b>COURT FISCAL ASSISTANT</b>   | <b>ANNOUNCEMENT NO.</b> 21-2017<br><br><b>TYPE OF ANNOUNCEMENT:</b><br>PART-TIME (LIMITED-TERM APPOINTMENT)          |
| <b>DEPARTMENT:</b> ADMINISTRATIVE OFFICE OF THE COURTS<br><b>DIVISION:</b> COURT ADMINISTRATIVE SERVICES<br><br><b>PAY GRADE:</b> GPP-I-1<br><b>SALARY:</b> \$28,595.00 | <b>APPLICATION WILL BE ACCEPTED FOR THE PERIOD:</b><br><br><b>OPENS:</b> MAY 10, 2017<br><b>CLOSES:</b> MAY 23, 2017 |

**NATURE OF WORK**

This is technical cashiering work which involves receiving, disbursing, accounting for and depositing of monies collected. Employees in this class work under close supervision to perform the full range of technical cashiering work which involves the receiving, and posting of monies received. After initial training, the employee performs more complex duties in the maintenance of routine accounts and the preparation of routine reports in accordance with established procedures and guidelines.

**MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS**

- Knowledge of general bookkeeping, accounting and auditing procedures and practices.
- Knowledge of electronic data processing equipment and its application.
- Ability to understand and interpret procedures and policies involved in the financial functions of the court.
- Ability to prepare financial reports and to maintain ledgers and journals.
- Ability to establish and maintain cooperative relations with those contacted in the course of work.
- Ability to analyze data and draw logical conclusions.
- Ability to make arithmetic computations with speed and accuracy.
- Skill in the operation of Point of Sale System, calculators and similar office equipment.
- Ability to communicate and express ideas clearly, orally and in writing.
- Ability to work effectively with the public and employees.
- Ability to maintain records and prepare reports.

**MINIMUM EXPERIENCE AND TRAINING**

- (A) Graduation from a recognized college or university with an Associates degree in accounting or related field.
- (B) Graduation from high school or G.E.D. equivalent, plus one (1) year and two (2) months or a total of fourteen (14) months of work experience in the maintenance of fiscal, accounting, bookkeeping work, and completion of twelve (12) credit hours of accounting courses with a passing grade earned.
- (C) Any equivalent combination of experience and training which provides the minimum knowledge, ability and skills.

**FOUNDATIONAL ASSESSMENT SKILLS**

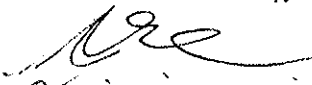
4GCA §4104 (c): For entry level positions, a formal nationally recognized foundational skills assessment is required for consideration for employment.

**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.

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| 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 coordinated by the Human Resources Office for all eligible's referred via certification.   |
| PROHIBITION PURSUANT TO P.L. 28-98     | No person convicted of sex offense under the provision 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.  |
| DRUG SCREENING                         | Applicants selected for employment with the Judiciary of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Testing Designated Positions (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.   |
| 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.   |
| 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 within six (6) months from date of hire.   |
| 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.   |
| 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.  |
| 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.  |
| POLICE AND COURT CLERANCE REQUIREMENTS | All applicants are required to submit a current Police and Court Clearance valid within 30 days from the opening date of the Job Announcement.   |
| WHERE TO APPLY                         | Applicants can obtain and <u>must</u> submit an "Application for Employment" form to : Human Resources Office, Judiciary of Guam, Guam Judicial Center, 120 West O'Brien Dr. Hagatna, Guam 96910. The Application for Employment form is also available on the Judiciary of Guam's website at <a href="http://www.guamcourts.org">www.guamcourts.org</a> .   |
| FOR MORE INFORMATION                   | For additional information, please call the Human Resources Office at 475-3399/3329/3422.  |
| EQUAL EMPLOYMENT OPPORTUNITY           | <p>The Judiciary of Guam complies with the 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.</p> <p>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.</p> |

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

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