



JUDICIARY OF GUAM



Administrative Office of the Courts

Human Resources Office

Guam Judicial Center · 120 W O'Brien Drive · Hagatna, GU 96910

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Katherine A. Maraman
Chief Justice

Alberto C. Lamorena III
Presiding Judge

John Q. Lizama
Administrator of the Courts

Barbara Jean T. Perez
Human Resources Administrator

OPEN / PROMOTIONAL JOB ANNOUNCEMENT TO ESTABLISH A LIST OF CERTIFIED ELIGIBLES

POSITION TITLE: MANAGEMENT SECRETARY	ANNOUNCEMENT NO. 88-2017 TYPE OF ANNOUNCEMENT: FULL-TIME PERMANENT APPOINTMENT
DEPARTMENT: ADMINISTRATIVE OFFICE OF THE COURTS DIVISION: MARSHAL SERVICES PAY GRADE: GPP-K-1 thru GPP-K-18 SALARY: \$33,911.00 thru \$59,768.00	APPLICATION WILL BE ACCEPTED FOR THE PERIOD: OPENS: SEPTEMBER 26, 2017 CLOSES: OCTOBER 9, 2017

This is complex professional secretarial work which involves performing the full range of secretarial duties within the scope of an office administrative manager.

NATURE OF WORK

Under the general direction of a division head, employees in this class serve to relieve the division head of minor administrative details to exercise discretionary decisions relative to procurement of supplies and materials, personnel action activities, and administrative processing of division documents.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

- Thorough knowledge of modern secretarial and office management practices, procedures and equipment.
- Thorough knowledge of business English, spelling, punctuation, arithmetic and grammar.
- Ability to recognize, investigate, and analyze a moderately complex administrative problem and recommend solutions.
- Ability to learn, interpret and apply statutes, rules and regulations and other program guidelines; make work decisions therefrom.
- Ability to use initiative and judgement in handling office matters.
- Ability to maintain confidential and office documents.
- Ability to work and communicate effectively with other employees and the general public.
- Ability to record and transcribe minutes or discussion of meetings either through a recording device or by shorthand or speed writing notes.
- Skilled at typing technical reports, manuals, organizational graphs or charts, correspondences and other complex documents.

MINIMUM EXPERIENCE AND TRAINING

(A) Graduation with an Associate's degree from a recognized college or university in Secretarial Science or Office Technology field, plus four (4) years and six (6) months of experience as a secretary; or

(B) Graduation from high school or G.E.D. equivalent, plus six (6) years of creditable work experience as a secretary or equivalent work; or

(C) Any equivalent combination of experience and education which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION

Must take and pass the required employment examination for the Management Secretary position.

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.

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

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 www.guamcourts.org.
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>


JOHN Q. LIZAMA
Administrator of the Courts