



# 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 O. Lizama**  
Administrator of the Courts

**Barbara Jean T. Perez**  
Human Resources Administrator

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

<b>POSITION TITLE:</b>	<b>ANNOUNCEMENT NO.</b> 121-2018
<b>PROPERTY &amp; ASSET MANAGEMENT SPECIALIST</b>	<b>TYPE OF ANNOUNCEMENT:</b> FULL-TIME PERMANENT APPOINTMENT
<b>DEPARTMENT:</b> ADMINISTRATIVE OFFICE OF THE COURTS	<b>APPLICATION WILL BE ACCEPTED FOR THE PERIOD:</b>
<b>DIVISION:</b> PROCUREMENT & FACILITIES MANAGEMENT	
<b>PAY GRADE:</b> GPP-N-1 thru GPP-N-18	<b>OPENS:</b> APRIL 16, 2018
<b>SALARY:</b> \$45,014.00 thru \$79,338.00	<b>CLOSES:</b> APRIL 27, 2018

### NATURE OF WORK

Responsible for complex technical work in the field of property and asset system management. Performs significant standardized asset management functions requiring independent decision making. Responsible for the initial set-up and maintenance of the automated Asset Management module, performance of asset inventory, tracking, reporting, and disposal. Creates and maintains the asset management information from purchasing data, tagging, recording, inventory management, performs analysis, keeps detailed records, conducts quality controls based on established financial accounting methods. Conducts asset inventory and coordinates all asset recording, transfer, surveying, removal and disposal.

### MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

- Higher level statistical analysis methods.
- Higher level mathematics including algebra and trigonometry.
- Effective management and supervisory practices and principles.
- Inventory management and property tracking system knowledge.
- Warehousing, inventory management, automated information and recordkeeping systems.
- Terminology, principles and equipment used in infrastructure asset management including how infrastructure is maintained, operated, and preserved.
- Ability to understand and apply national coding system, assign useful life, and depreciation infrastructure inventory, condition assessment, risk assessment, and preservation methods and procedures.
- System performance measurement concepts and methods.
- Applicable local and federal laws, regulations and ordinances.
- Application of geographic information systems including software, equipment, and symbols.
- Application of computerized maintenance management and asset management system technologies including definition of classifications, useful life determination, asset recording and value verification.
- Ability to create complex or difficult information and/or maps based on records or data and calculations.
- Ability to create and develop files alphabetically, numerically, or by other predetermined classifications.
- Ability to become familiar and keep current with asset management concepts, principles, and practices.
- Ability to plan, lead and/or coordinate the work of lower level technical staff or project team members.
- Ability to collect and analyze technical information and to develop logical solutions or alternatives to problems.
- Ability to use a personal computer and other technology to implement asset management systems and to develop guidelines to complete a job function.
- Ability to prepare, interpret and utilize plans, maps, and reports.
- Ability to inspect the work of others.
- Ability to understand, follow and execute moderately complex oral and written instructions.
- Ability to make field measurements and complete calculations using computers or calculators.
- Ability to physically perform the essential job functions.
- Ability to establish and maintain effective working relationships with elected officials, department heads, associates, and with the general public.
- Ability to work effectively and productively with others.

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

- Ability to communicate effectively, verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Ability to effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.

**MINIMUM EXPERIENCE AND TRAINING**

(A) Graduation with a Bachelor's degree from a recognized college or university in Business Administration, Public Administration, Criminal Justice or closely related field, plus two (2) years of professional experience performing property and/or purchasing and inventory control duties; or

(B) Graduation from high school or GED equivalent; plus five (5) years of professional experience performing property and/or purchasing and inventory control duties.

**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.

**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**

Police and Court Clearances are required upon selection and conditional offer of employment.

**WHERE 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 Dr. Hagatna, Guam 96910. **The Application for Employment form is also available on the Judiciary of Guam's website at [www.guamcourts.org](http://www.guamcourts.org).**


**FOR MORE INFORMATION**

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

**EQUAL EMPLOYMENT OPPORTUNITY**

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, Program Coordinator IV, at 475-3374 or via email at [lperez@guamcourts.org](mailto:lperez@guamcourts.org) prior to any scheduled examinations or interviews.

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

  
**JOHN Q. LIZAMA**  
 Administrator of the Courts