



# 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

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| <b>POSITION TITLE:</b>                              |                                     | <b>ANNOUNCEMENT NO.</b> 122-2018                                |
| <b>RECEIVING AND INVOICE PROCESSING COORDINATOR</b> |                                     | <b>TYPE OF ANNOUNCEMENT:</b><br>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-K-1 thru GPP-K-18               | <b>OPENS:</b> APRIL 16, 2018                                    |
| <b>SALARY:</b>                                      | \$33,911.00 thru \$59,768.00        | <b>CLOSES:</b> APRIL 27, 2018                                   |

### NATURE OF WORK

Supports the procurement of commodities and services required by the Judiciary in accordance with Judiciary Procurement policies, rules and regulations, with responsibilities for coordinating receiving, inspection, purchase reconciliation, documentation and reporting. This position supports invoice verification and confirmation of purchased assets in accordance within the fiscal rules. Oversees receipt of all goods and service invoices in support of tasks of procurement operations. Completes daily receiving entries and forwards to accounts payable for processing.

### MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

- Knowledge of generally accepted purchasing principles, established procedures, departmental guidelines, and regulatory requirement applicable to work.
- Ability to understand and follow direct written and oral instructions.
- Ability to read, update, evaluate and maintain various records and files.
- Ability to perform comparative analysis, problem solving, and identify solutions.
- Ability to access, operate and document in various software applications.
- Ability to clearly communicate information both orally and in writing.
- Ability to operate basic office equipment (i.e. Computers, printers, copy machine, telephone systems, facsimile machines and other digital based equipment).
- Ability to develop and implement policies and procedures for the utilization of vendor catalogs, commercial registers, directories, office files, and other resources for the procurement of goods and services.
- Skilled in the principles and practices of government purchasing and analysis.
- Skilled in performing moderate-to-complex tasks and mathematical computations, and tabulations accurately and efficiently, as they relate to purchasing and fiscal operations of the department.
- Skilled in the ability to work under specific deadlines, set goals based on priorities and deploy time management skills.
- Skilled in establishing and maintaining effective working relationships with all other personnel, departmental personnel, supervisors, and vendors.

### MINIMUM EXPERIENCE AND TRAINING

(A) Graduation from a recognized college or university with an Associate's degree in Business or Public Administration or closely related field; plus two (2) years of experience performing complex office/administrative work; or

(B) Graduation from high school or GED equivalent; plus three (3) years and six (6) months of experience performing complex office/administrative work.

### 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.

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

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| <b>PROHIBITION PURSUANT TO P.L. 28-98</b>      | 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.  |
| <b>DRUG SCREENING</b>                          | 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.   |
| <b>WORK ELIGIBILITY</b>                        | 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.   |
| <b>EMPLOYMENT MEDICAL EXAMINATION</b>          | 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.   |
| <b>VETERAN'S PREFERENCE</b>                    | 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.   |
| <b>DISABILITY PREFERENCE</b>                   | 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.  |
| <b>EDUCATION</b>                               | 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.  |
| <b>POLICE AND COURT CLEARANCE REQUIREMENTS</b> | Police and Court Clearances are required upon selection and conditional offer of employment.   |
| <b>WHERE TO APPLY</b>                          | Applicants can obtain and <b>must</b> submit an "Application for Employment" form to : Human Resources Office, Judiciary of Guam, Guam Judicial Center, 120 West O'Brien Dr. Hagatna, Guam 96910. <b>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>.</b>   |
| <b>FOR MORE INFORMATION</b>                    | For additional information, please call the Human Resources Office at 475-3399/3329/3422.  |
| <b>EQUAL EMPLOYMENT OPPORTUNITY</b>            | <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, Program Coordinator IV, at 475-3374 or via email at <a href="mailto:lperez@guamcourts.org">lperez@guamcourts.org</a> prior to any scheduled examinations or interviews.</p> <p>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.</p> |

  
JOHN Q. LIZAMA  
Administrator of the Courts