



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

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

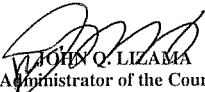
OPEN
JOB ANNOUNCEMENT
 TO ESTABLISH A LIST OF CERTIFIED ELIGIBLES

POSITION TITLE:	ANNOUNCEMENT NO. 23-2018
COURT FISCAL OFFICER II	TYPE OF ANNOUNCEMENT: FULL-TIME PERMANENT APPOINTMENT
DEPARTMENT: ADMINISTRATIVE OFFICE OF THE COURTS	APPLICATION WILL BE ACCEPTED FOR THE PERIOD:
DIVISION: COURT ADMINISTRATIVE SERVICES	
PAY GRADE: GPP-M-1 thru GPP-M-18	OPENS: DECEMBER 28, 2018
SALARY: \$40,762.00 thru \$71,844.00	CLOSES: JANUARY 11, 2019
<i>Pursuant to Public Law 34-116, Chapter XIII, Part I, Section 1, a prohibition on hiring shall remain in effect through December 31, 2018. Therefore, the filing of this position will take effect on or about January 2019.</i>	

This is a seasoned professional accounting work.

NATURE OF WORK	Employees in this class perform complex professional accounting duties, including independent work in specialized areas of the profession, and may include providing leadership and guidance responsibilities over the work of subordinate Court Fiscal Officers and/or Fiscal Assistants.
MINIMUM KNOWLEDGE AND ABILITIES	<ul style="list-style-type: none"> • Knowledge of generally accepted accounting principles and practices. • Knowledge of the basic principles and practices of management. • Ability to interpret and apply pertinent laws, rules and regulations governing the accounting of government funds. • Ability to make decisions in accordance with appropriate guidelines. • Ability to design and modify accounting systems and prepare complex financial statements and reports. • Ability to analyze and interpret accounting data and make recommendations concerning financial problems, future programs or financial implications involved in policy decisions. • Ability to supervise the work of others. • Ability to work effectively with the public and employees. • Ability to express and communicate effectively, orally and in writing.
MINIMUM EXPERIENCE AND TRAINING	<p>A. Graduation from a recognized college or university with a Bachelor's degree in Accounting or closely related field, including or supplemented by 24 semester credit hours of accounting/auditing courses plus two (2) years experience as a Court Fiscal Officer I or equivalent professional level accounting work; or</p> <p>B. Possession of a certificate as a Certified Public Accountant (CPA) obtained through written examination in a state, territory, or the District of Columbia indicating the certificate number, date, place of issuance and whether the certificate was obtained through written examination plus one (1) year of work experience as a Court Fiscal Officer I or equivalent work; or</p> <p>C. Graduation from a recognized college or university with an Associate's degree in Accounting or related field, including or supplemented by 24 semester hours of accounting /auditing courses plus three (3) years six (6) months or a total of 42 months of work experience as a Court Fiscal Officer I or equivalent work.</p>
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 eligibles referred via certification.

<p>PROHIBITION PURSUANT TO P.L. 28-98</p>	<p>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.</p>
<p>DRUG SCREENING</p>	<p>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.</p>
<p>WORK ELIGIBILITY</p>	<p>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.</p>
<p>EMPLOYMENT MEDICAL EXAMINATION</p>	<p>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.</p>
<p>VETERAN'S PREFERENCE</p>	<p>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.</p>
<p>DISABILITY PREFERENCE</p>	<p>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.</p>
<p>EDUCATION</p>	<p>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.</p>
<p>POLICE AND COURT CLERANCE REQUIREMENTS</p>	<p>Police and Court Clearances are required upon selection and conditional offer of employment.</p>
<p>WHERE TO APPLY</p>	<p>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.</p>
<p>FOR MORE INFORMATION</p>	<p>For additional information, please call the Human Resources Office at 475-3399/3329/3422.</p>
<p>EQUAL EMPLOYMENT OPPORTUNITY</p>	<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 lmperetz@guamcourts.org 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