



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

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: DEPUTY CLERK SUPERVISOR	ANNOUNCEMENT NO. 42-2019 TYPE OF ANNOUNCEMENT: FULL-TIME PERMANENT APPOINTMENT
DEPARTMENT: SUPERIOR COURT DIVISION: COURTS & MINISTERIAL	APPLICATION WILL BE ACCEPTED FOR THE PERIOD:
PAY GRADE: GPP-M-1 thru GPP-M-18 SALARY: \$40,762.00 thru \$71,844.00	OPENS: JANUARY 7, 2019 CLOSES: JANUARY 18, 2019

NATURE OF WORK

This is advanced court ministerial supervisory work. Serving in the capacity of a unit supervisor, an employee of this class serves to oversee and direct quality and quantity work of the manual and automated tasks required for administrative functions of all casework requirements received in, created by and processed through the assigned unit. These units with the Clerk's Office include intake, domestic (probate, land registration, last will and testament), civil, calendar, criminal, juvenile, adoption, appeals and special proceedings.

Under the direction of the Chief Deputy Clerk, the Deputy Clerk Supervisor must conduct supervisory reviews of subordinate Deputy Clerks and assistants to ensure conformance with established court rules, procedures, and applicable statutes.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

- Knowledge of court procedures and policies, legal documents, laws and legal functions pertaining to the courts.
- Knowledge of local statute referencing traffic court and/or court of no record.
- Ability to understand oral and written instructions.
- Ability to make work decisions in accordance with laws, regulations, and departmental policies and procedures.
- Ability to maintain a variety of complex records and prepare reports from such records.
- Ability to plan, assign, supervise and appraise the work of subordinate employees.
- Ability to establish and maintain effective working relationships with other court employees, patrons and others.
- Ability to express himself/herself concisely and clearly; orally and in writing.

MINIMUM EXPERIENCE AND TRAINING

- (A) Graduation with a Bachelor's degree from a recognized college or university in Criminal Justice, Public or Business Administration or closely related field, plus two (2) years of experience in courts and ministerial work as a Deputy Clerk III or equivalent work; or
- (B) Any acceptable equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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

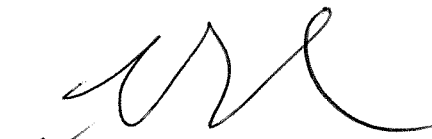
A personal interview or interview by telephone (if off-island) will be coordinated by the Human Resources Office for all eligibles referred via certification.

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.

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

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.
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, Program Coordinator IV, at 475-3374 or via email at lperez@guamcourts.org prior to any scheduled examinations or interviews.</p> <p>In accordance with the Judiciary's EEO 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