



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 O. 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. 81-2019
DEPUTY MARSHAL SUPERVISOR	TYPE OF ANNOUNCEMENT: FULL-TIME PERMANENT APPOINTMENT
DEPARTMENT: ADMINISTRATIVE OFFICE OF THE COURTS	APPLICATION WILL BE ACCEPTED FOR THE PERIOD:
DIVISION: MARSHAL SERVICES	
PAY GRADE: OL04-01 thru OL04-20	OPENS: JANUARY 7, 2019
SALARY: \$47,335.40 thru \$100,157.40	CLOSES: JANUARY 18, 2019

NATURE OF WORK

This is professional and responsible supervisory marshal work which involves serving as a unit supervisor within an assigned section in the Marshal's Division of Superior Court. Employees in this class perform complex work in directing and coordinating the day to day operations of their unit activities which entails the planning and distribution of work assignments to subordinate Deputy Marshals.

Under the general supervision of the Chief Deputy Marshal, an employee in this class serves to exercise independent judgement and discretion when solving problems and issues involving their respective unit. Such decision-making responsibilities must conform to applicable laws, rules, regulations, guidelines, administrative policies, and organizational mission.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

- Knowledge of the laws of Guam.
- Knowledge of prevailing and impending court decisions, laws, administrative policies, procedures, and directives which may affect Marshal services management.
- Knowledge of the modern principles, practices and methods of marshal administration, organization and operation.
- Knowledge of the practices, techniques and equipment utilized in law enforcement work.
- Knowledge of the preparation and submission of budget.
- Knowledge of the current practices of other law enforcement agencies directly related to the Marshal work, i.e. Guam Police Department and Department of Corrections.
- Knowledge of the fundamental principles of management and public administration.
- Ability to plan, assign, supervise and review the work of subordinate Deputy Marshals.
- Ability to identify and effectively use available community resources and services in connection with the goals and objectives of marshal work.
- Ability to maintain management perspective consistent with marshal goals and objectives, together with maintaining confidential information.
- Ability to collect, analyze, and interpret statistical data to be used by higher authority.
- Ability to establish and maintain effective working relationships with allied agencies, fellow employees, court officials and the public.
- Ability to make decisions and to react quickly and calmly in emergencies.
- Physical strength and agility.
- Ability to use a micro-computer with all applicable software.
- Ability to maintain records and prepare reports.
- Ability to express oneself clearly and concisely, orally and in writing.
- Skilled and proficient in the use of firearms and ability to operate motor vehicles.

MINIMUM EXPERIENCE AND TRAINING

- (A) Graduation from a recognized college or university with a Bachelor's degree in Criminal Justice, Public Administration or closely related field, plus five (5) years of experience as a Deputy Marshal of which three (3) years must have been as a Deputy Marshal III and two (2) years as a Deputy Marshal II; or
- (B) Graduation from a recognized college or university with an Associate's degree in Criminal Justice or closely related field plus, six (6) years and six (6) months or a total of 78 months of experience as a Deputy Marshal of which four (4) years must have been as a Deputy Marshal III and two (2) years six (6) months as a Deputy Marshal II.

NECESSARY SPECIAL QUALIFICATION

1. Possession of a valid firearm's permit.
2. Possession of a valid chauffeur's license.
3. Successful completion and passing of the P.O.S.T. Physical Fitness Requirement Testing, P.L. 34-136.

P.O.S.T. Requirements: Chapter 3, Title 27, Guam Administrative Rules & Regulations

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

1. All applicants must provide proof of satisfactorily passing an exam or course evidencing proficiency in reading and writing in English administered by an institution recognized or sanctioned by the P.O.S.T. Commission.

2. An official transcript from an accredited college or university (i.e. University of Guam or Guam Community College) that reflects passing grades for the required courses or the passing results of an English Reading or Writing Placement Test administered by an accredited college or university. All associated fees are the responsibility of the applicant taking the required courses or placement test.

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

For law enforcement positions, a current police and court clearance is required.

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

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.

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