



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 JOB ANNOUNCEMENT

POSITION TITLE:	ANNOUNCEMENT NO. 02-2019
FINANCE ADMINISTRATOR	TYPE OF ANNOUNCEMENT: FULL-TIME UNCLASSIFIED APPOINTMENT
DEPARTMENT: ADMINISTRATIVE OFFICE OF THE COURTS	APPLICATIONS WILL BE ACCEPTED FOR THE PERIOD:
DIVISION: COURT ADMINISTRATIVE SERVICES	OPENS: JANUARY 11, 2019 CLOSES: CONTINUOUS UNTIL FILLED
PAY GRADE: EPP-T STARTING SALARY: NEGOTIABLE	

NATURE OF WORK

This management level position plans, directs, organizes and administers all financial activities of the Judiciary to include budgeting, accounting, fiscal reporting, revenue disbursement, collections, contract administration, cash management, internal auditing, program development and payroll. The position is responsible for providing strategic plan integration and execution of all aspects of the Judiciary's short and long term fiscal planning and use of financial resources.

An incumbent in this classification functions independently under administrative direction and in accordance with established applicable statutes and court policies, procedures and generally accepted accounting principles and practices.

MINIMUM KNOWLEDGE AND ABILITIES

- Knowledge of government accounting, auditing and economic principles, practices, and procedures.
- Knowledge of principles and practices of public administration, including budgeting, supervision, and management.
- Knowledge of principles and processes involved in organizational planning, coordination and execution to include strategic planning, resource allocation, leadership techniques and production methods.
- Knowledge of generally accepted accounting principles and practices, and their application in the public sector.
- Knowledge of federal and/or local legal requirements with respect to accounting for government funds.
- Knowledge of electronic data programming equipment and system analysis.
- Ability to develop sound, practical, and modern accounting procedures and to plan and organize the accounting activity in such a manner as to produce timely, comprehensive, and accurate financial reports.
- Ability to analyze, identify and implement information technology solution in a complex setting.
- Ability to induce effective performance from the financial management staff to maintain their morale, training and development at a high level.
- Ability to prepare clear and comprehensive financial and budgetary reports.
- Ability to supervise the work of professional, technical, and clerical staff engaged in accounting and related activities
- Ability to interpret and apply appropriation laws and other laws relating to accounting system.
- Ability to design and modify accounting systems.
- Ability to make decisions in accordance with appropriate program guidelines and requirements.
- Ability to evaluate operational effectiveness; recommend and implement changes to improve effectiveness.
- Ability to organize and supervise a unit of employees.
- Ability to evaluate and analyze program plans and operations and make recommendations regarding polices and operational methods for improvement.
- Ability to work and communicate effectively, orally and in writing, with the public, government officials, Judiciary employees and network agencies.

MINIMUM EXPERIENCE AND TRAINING

A. Graduation from an accredited college or university with a master's degree in Business Administration or a closely related field, including or supplemented by twelve (12) semester credit hours of accounting/auditing courses; plus seven (7) years of budget, finance, procurement, auditing and accounting work experience, including three (3) years in supervisory capacity; or

B. Graduation from an accredited college or university with a bachelor's degree in Business

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

	<p>Administration or a closely related field, including or supplemented by twelve (12) semester credit hours of accounting/auditing courses; plus eight (8) years of budget, finance, procurement, auditing and accounting work experience, including three (3) years in a supervisory capacity; or</p> <p>C. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.</p>
PREFERRED LICENSES/CERTIFICATES	<ul style="list-style-type: none"> ▪ Certified Government Financial Manager (CGFMG) ▪ Financial Management Grant Administration Training approved by the Office of Justice Program
RATING AND SELECTION FACTORS	<p>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.</p>
EXAMINATION REQUIREMENTS	<p>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.</p>
INTERVIEWING PROCEDURES	<p>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>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>
DRUG SCREENING	<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>
WORK ELIGIBILITY	<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>
EMPLOYMENT MEDICAL EXAMINATION	<p>All applicants accepting employment may 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>
VETERAN'S PREFERENCE	<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>
DISABILITY PREFERENCE	<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>
EDUCATION	<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>
POLICE AND COURT CLERANCE REQUIREMENTS	<p>Police and Court Clearances are required upon selection and conditional offer of employment.</p>
WHERE TO APPLY	<p>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.</p>
FOR MORE INFORMATION	<p>For additional information, please call the Human Resources Office at 475-3399/3329/3422.</p>
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 C. UTAMA
 Administrator of the Courts