



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. 43-2019
LANGUAGE ASSISTANCE PROGRAM MANAGER	TYPE OF ANNOUNCEMENT: FULL-TIME PERMANENT APPOINTMENT
DEPARTMENT: SUPERIOR COURT DIVISION: COURTS & MINISTERIAL	APPLICATION WILL BE ACCEPTED FOR THE PERIOD:
PAY GRADE: GPP-N-1 thru GPP-N-18 SALARY: \$45,014.00 thru \$79,338.00	OPENS: JANUARY 11, 2019 CLOSES: JANUARY 25, 2019

NATURE OF WORK	Manages, administers and oversees the Judiciary's Language Assistance Program (LAP) under the general supervision of the Clerk of Court. This is a complex technical work that involves planning, developing, monitoring, training and certification of Court Interpreter Registry.
KNOWLEDGE, ABILITIES, AND SKILLS	<ul style="list-style-type: none"> • Knowledge of the principles and practices of public administration. • Knowledge of courtroom practices, procedure, decorum and legal terminology. • Ability to develop, organize, coordinate, and implement program functions and processes. • Ability to evaluate program outcomes and recommend changes to improve efficiency and effectiveness. • Ability to interpret and apply applicable laws, rules, regulations, policies and procedures relative to managing the Judiciary's Language Assistance Program. • Ability to ensure proper allocation and distribution of interpreter/translation services for all persons seeking language assistance. • Ability to work closely with Court Interpreters, courtroom staff, judges and other court staff. • Skill in coordinating court interpreters according to case management schedule.
EDUCATION AND TRAINING	<p>(A) Graduation from an accredited college or university with a bachelor's degree, and at least four (4) years of experience in planning, developing, coordinating or implementing programs or projects working within the legal field, community, or court organization; or</p> <p>(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.</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.
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.

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

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 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.
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 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 O. LIZAMA
 Administrator of the Courts