



JUDICIARY OF GUAM

Administrative Office of the Courts

Human Resources Office

Guam Judicial Center · 120 W OBrien 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 TO ESTABLISH A LIST OF CERTIFIED ELIGIBLES

POSITION TITLE:	ANNOUNCEMENT NO. 61-2019
PROBATION OFFICER SUPERVISOR	TYPE OF ANNOUNCEMENT: FULL-TIME PERMANENT APPOINTMENT
DEPARTMENT: SUPERIOR COURT DIVISION: PROBATION SERVICES	APPLICATION WILL BE ACCEPTED FOR THE PERIOD:
PAY GRADE: PL04-01 thru PL04-20 SALARY: \$51,590.00 thru \$109,156.60	OPENS: JANUARY 7, 2019 CLOSES: JANUARY 18, 2019

NATURE OF WORK

This is professional supervisory work responsible for the quantity and quality work of probation services provided by a unit comprised of support staff personnel and Probation Officers. An employee in this class serves in the capacity of a seasoned probation officer who is well versed on all the operational programs and units within the Probation Division.

Within the Prevention Unit, the Probation Officer Supervisor is responsible for administering, coordinating and supervising diversion outreach programs and activities that impact on the deterrence of criminal activity and behavior.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

- Knowledge of the case work principles, practices and methods of probation work related court procedures.
- Knowledge of statuses affecting probation work and programs.
- Knowledge of the principles, methods and techniques of investigative work and related law enforcement practices.
- Ability to analyze and interpret case records to recommend logical, sound courses of action based on a professional perspective.
- Ability to supervise the preparation of concise histories, summaries, correspondences and records.
- Ability to identify training needs and develop and implement training programs.
- Ability to supervise and evaluate job performance of subordinate staff.
- Ability to evaluate operational effectiveness and recommend/implement changes in policies and procedures to improve effectiveness.
- Ability to establish and maintain satisfactory working relationships with subordinate personnel, superiors, judges, representatives from social and law enforcement agencies.
- Ability to maintain records and make oral and written reports.
- Skilled in the safe operation of a motor vehicle.
- Skilled and proficient in the use of firearms and techniques of officer survival.

MINIMUM EXPERIENCE AND TRAINING

Graduation from a recognized college or university with a Bachelor's degree in Criminal Justice or Behavioral Science field, plus five (5) years of experience as a Probation Officer of which three (3) years must have been as a Senior Probation Officer and two (2) years as a Probation Officer II, inclusive of one (1) year supervisory work experience.

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

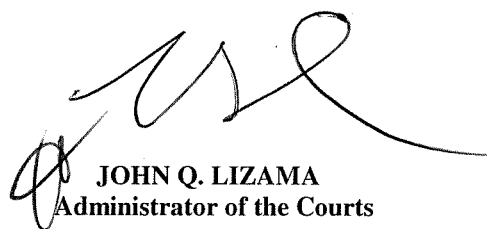
P.O.S.T. Requirements: Chapter 3, Title 27, Guam Administrative Rules & Regulations

NECESSARY SPECIAL QUALIFICATION

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.

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

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.
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	<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 Imperez@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