

**BEFORE THE 2007 JUDICIAL COUNCIL OF GUAM  
RESOLUTION NO. JC 07-031**

**RELATIVE TO APPROVING THE NEW POSITION OF CHIEF ASSISTANT  
TO COMPILER OF LAWS**

**WHEREAS,** based on reports and recommendations made by the existing Compiler of Laws, supported by the Division of Human Resources of the Judiciary of Guam, that the position of Assistant Compiler of Laws is necessary in order for the publication of all Guam laws and cases to proceed; and

**WHEREAS,** specifically, the Compiler has reported that there is no current publisher for the Guam Supreme Court cases, and that requests for commercial legal printing houses to print Guam cases have resulted in prohibitively costly bids, and the addition of a Chief Assistant to Compiler of Laws can cover the need to publish all Guam Supreme Court cases; and

**WHEREAS,** the Compiler of Laws has presented the attached justification for creation of the position of Chief Assistant to Compiler of Laws; and

**WHEREAS,** a study has been undertaken by the Human Resources Branch, gathering data on the nationwide salaries for positions similar to the proposed Chief Assistant to Compiler of Laws;

**NOW THEREFORE BE IT RESOLVED,** that the Judicial Council hereby creates the position of Chief Assistant to Compiler of Laws to perform the job functions listed in the attached Report from Compiler.

**BE IT FURTHER RESOLVED,** that the Administrator of the Courts or the Administrator of the Human Resources Division of the Judiciary is hereby authorized by the Judicial Council to recruit for such position, to determine the position's salary, and to execute any personnel documents necessary to hire for the new position of Chief Assistant to Compiler of Laws.

**DULY ADOPTED** this 21<sup>st</sup> day of December, 2007 at a duly noticed meeting of the Judicial Council of Guam.



**F. PHILIP CARBULLIDO**, Chairman

Date: 2-06-08

ATTEST:

  
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**JOLEEN F. RESPICIO**, Secretary

Date: 2-6-08



# Supreme Court of Guam

## COMPILER OF LAWS



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**F. PHILIP CARBULLIDO**  
Chief Justice

**ANDREW S. QUENGA**  
Compiler of Laws

### **Justification for Creation of Chief Assistant Compiler of Laws**

The Compiler of Laws is mandated by Guam law to publish Guam statutes and session laws, administrative rules and regulations, Attorney General Opinions, Executive Orders and Supreme Court of Guam opinions. We do our best to keep up with the Guam Code Annotated, which is our most important publication, and the Guam Administrative Rules and Regulations. Without the support of the Judiciary, we would not have been able to publish the 2005 Guam Code Annotated and maintain electronic updates on our website. Guam statutes are kept current but, with a staff of three, we are hard pressed to keep up with changes in laws and rules. We continue in our efforts to compile Executive Orders and Attorney General Opinions and have an on-going project to scan these documents so that they can be eventually be made available to the public.

However, there is an overwhelming need to publish our Supreme Court cases. Our Supreme Court has been in existence since 1996. It has filed some 230 opinions, and while these are considered “published” for purposes of citation, none have been published in an official reporter. The Supreme Court has grown considerably since 1996, having demonstrated its independence and maturity in the early release of the Ninth Circuit Court of Appeals’ supervisory review by the United States Congress. I believe the publication of the Supreme Court’s opinions is one of the last steps its maturity and it has been my forefront project for some time.

This past summer, we issued an RFP for the publication of the Supreme Courts opinions hoping that a major publication company would do the work of drafting head notes and summaries, legal editing, formatting and binding of the official Guam Reports at no cost to us. The idea was for the publishers to recoup their costs through sales. Unfortunately, although we received two proposals, none were responsive and both had to be rejected. Apparently, the publication and sale of Guam opinions would not generate enough profits for the publishers. Both offered to do the project at direct cost to the Supreme Court. The proposed cost for the one-time publication of existing opinions was well beyond our ability to pay.

The bright side to our attempt to publish the opinions was that it forced us to re-evaluate our present abilities and to come up with new ideas to publish our appellate opinions. With our present staffing pattern, we simply do not have the ability to do all that we are mandated to do. At its peak in 1996, the Compiler’s office under the Attorney General had nine employees: two attorneys, three paralegals, three word processors, and one coordinator. This was what it took to prepare all the publications *not including* the opinions of the Supreme Court. Thus, after the RFP was cancelled, I spoke with the Chief Justice about hiring a full-time employee to focus primarily on the legal editing and preparation of the Supreme Court opinions for publication. The Chief Assistant would do just this. Thank you for your consideration.

ANDREW S. QUENGA

**JUDICIARY OF GUAM  
JOB STANDARD**

POSITION TITLE: CHIEF ASSISTANT TO COMPILER OF LAWS  
POSITION STATUS: ( ) CLASSIFIED (X) UNCLASSIFIED ( ) P/T (X) F/T  
FLSA CATEGORY: EXEMPT EEO CATEGORY: LEGAL  
SALARY RANGE: \$55,000 - \$65,000.00 per annum  
DATE ESTABLISHED: December 2007 PREPARED BY: Human Resources Staff  
CONCURRED: Barbara Jean T. Pae APPROVED: [Signature]  
HR ADMINISTRATOR ADMINISTRATOR OF THE COURTS

**NATURE OF WORK IN THIS CLASS:**

This involves legal work which primarily assists the Compiler of Laws in preparing for publication cases from the Supreme Court of Guam, other complex cases that have been selected for publication from the Superior Court of Guam, rules promulgated by the Supreme Court or Judicial Council, and other official publications of the Judiciary of Guam.

This position reports to the Compiler of Laws.

**ILLUSTRATIVE EXAMPLES OF WORK:** (Any one position may not include all the duties listed, nor do the examples cover all which may be performed.)

Assists in preparing publications of the Compiler of Laws as necessary under Chapter 16 of Title 10 Guam Code Annotated.

Supervises support staff and may serve in an acting capacity in the absence of the Compiler of Laws.

Assists the Compiler of Laws in formulating policy decisions and implementing work procedures.

Drafts or assists in the drafting of Supreme Court opinions, indices, synopses, syllabi, head notes and other writings necessary for the publication of opinions.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of correct punctuation, grammar, and spelling.

Knowledge of Guam laws governing civil, criminal and appellate practice.

Knowledge of legal terminology and the rules governing legal citations.

Knowledge of prescribed format for presentation.

Ability to write clear and concise prose and edit written material into shorter digests.

Ability to organize factual and legal data into clear and logical sequences.

Ability to communicate orally in a clear and succinct manner.

Ability to read and comprehend complex and technical material.

Ability to analyze legal issues and identify significant opinions and facts.

Ability to train, supervise, and coordinate the activities of a subordinate staff.

Ability to establish work priorities.

Ability to analyze and solve problems.

Ability to evaluate staff performance against job requirements.

Ability to handle sensitive matters on a confidential basis.

**MINIMUM EXPERIENCE AND TRAINING:**

Graduation from an American Bar Association accredited law school and licensed to practice law in any jurisdiction of the United States and possessing demonstrable and substantive experience in drafting and editing court opinions.