



# JUDICIARY OF GUAM

*Human Resources Office*



## JOB ANNOUNCEMENT FOR

### DIRECTOR OF POLICY PLANNING & COMMUNITY RELATIONS

Closing Date: December 31, 2009

Salary Range: \$53,720.00 - \$113,666

Unclassified Appointment

**The Honorable Robert J. Torres, Chief Justice for the Supreme Court of Guam** is seeking qualified applicants for the position of **Director of Policy Planning and Community Relations**. The **Chief Justice** shall appoint the Director of Policy Planning and Community Relations, who shall serve at the Chief Justice's pleasure .

#### **Nature of Work:**

This is professional public information work directing the public relations program of the Judicial Branch of Guam involving the use of a wide variety of communications media. This work also involves the coordination of policy and planning for the Judicial Branch. The employee in this class may supervise professional, technical and clerical employees.

#### **Illustrative Examples of Work:**

- Formulates and implements comprehensive public information and relations program.
- Evaluates public opinion and advises court personnel on methods of enhancing public image.
- Writes and distributes news releases to newspapers, radio and television stations.
- Researches materials, gathers facts, and writes speeches, testimonial or other technical reports.
- Directs the overall production of informational and educational pamphlets and booklets, special reports, and specialized promotional materials; may design stationary, forms, and other printed matter for the Judicial Branch of Guam.
- Serves in liaison capacity with various private and governmental organizations and agencies interested and involved in public relations.
- Coordinates special projects instituted by the Judicial Council for the consolidation of the courts.
- Works directly under the Administrator of the Courts in planning and formulating policy for presentation to the Judicial Council.
- Performs other related duties as required.

*Applicants possessing a Juris Doctorate preferred, but not required.*

Please submit a letter of interest, together with a curriculum vitae to the Judiciary of Guam, Administrative Office of the Courts, Human Resources Division, Guam Judicial Center, 120 West O'Brien Drive, Hagatna, Guam 96910. For more information, please contact 475-3422/3399/3239. An electronic copy of the Judiciary's employment application may be obtained from our website at [www.guamcourts.org](http://www.guamcourts.org).

**Robert J. Torres**  
**Chief Justice**  
**Supreme Court of Guam**

**The Judiciary of Guam is an Equal Opportunity Employer**