



JUDICIARY OF GUAM

Administrative Office of the Courts

Human Resources Office

Guam Judicial Center • 120 West O'Brien Drive • Hagatna, Guam 96910
Telephone: (671)475-3399/3422/3239/3329 • Facsimile: (671) 477-3184



Robert J. Torres
Chief Justice

Alberto C. Lamorena III
Presiding Judge

Perry C. Taitano
Administrator of the Courts

Barbara Jean T. Perez
Human Resources Administrator

OPEN & PROMOTIONAL JOB ANNOUNCEMENT TO ESTABLISH A LIST OF CERTIFIED ELIGIBLES

POSITION TITLE:	Human Resources Assistant
TYPE OF APPOINTMENT:	Full-Time Permanent Position
ANNOUNCEMENT NUMBER:	200-2010
OPENING DATE:	March 10, 2010
CLOSING DATE:	March 23, 2010
DEPARTMENT:	Administrative Office of the Courts
DIVISION:	Court Administrative Services
SECTION:	Human Resources
PAY GRADE - STEP:	H - 1
SALARY:	\$19,974.00

NATURE OF WORK:

This is complex technical work which involves providing support functions in public personnel administration work. Under the general direction of the Human Resources Administrator, or assigned senior officer, an employee in this class performs routine duties in the areas of recruitment processing and benefits.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of the basic methods and techniques of public personnel administration.
- Ability to operate modern office equipment to include computers and other electronic equipment.
- Ability to learn and apply personnel laws, rules and regulations and other appropriate guidelines.
- Ability to work effectively with appropriate guidelines.
- Ability to communicate effectively with the general public and employees.
- Ability to communicate effectively orally and in writing.
- Ability to maintain records and prepare statistical reports.

MINIMUM EXPERIENCE AND TRAINING:

Graduation from high school or G.E.D. equivalent, plus two (2) years of specialized work experience in personnel administration.

DRUG TESTING:

All applicants given a conditional offer of employment with the Judiciary of Guam will be required to submit to urinalysis to screen for the illegal use of drugs prior to employment.

RATING AND SELECTION FACTORS:

Candidates will be considered and selected based on merit without discrimination because of race, religion, creed, color, sex, national origin, age, marital status, disabilities, political affiliation, or any non-merit factor. Evaluation will be based on the candidate's education, experience, and training as evidenced in the submitted application for employment form.

HOW TO APPLY:

Applicants can obtain and **must** submit an “Application for Employment” form to:

Judiciary of Guam
Office of Human Resources
Guam Judicial Center
120 West O’Brien Drive
Hagåtña, Guam 96910

IMPORTANT INFORMATION AND REQUIREMENTS:

1. PROOF OF ELIGIBILITY TO WORK IN THE UNITED STATES AND GUAM:

Federal Public Law 99-6603 (8 USC Section 1324A) requires the Judiciary of Guam, Government of Guam to verify the applicant’s identity and eligibility to work in the United States. Any applicant selected for employment must provide proof of identity such as a birth certificate, passport, naturalization card, or other acceptable documentation.

2. VETERANS PREFERENCE:

Title 4 Guam Code Annotated §4104 provides for five (5) preferential points for applicants who are veterans or former members of the Armed Forces of the United States or the Guam Police Combat Patrol. Such individuals who are disabled as a result of their service shall receive ten (10) preferential points added to their passing score. Applicants claiming for these preferential points must submit a copy of their DD-214 (Military Discharge Form) or certification from the Guam Chief of Police, whichever is applicable. Those claiming Veterans Compensable Disability are required to provide a copy of a letter from the Veterans Administration in addition to the DD-214 form.

3. 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.

4. BASIC LAW ENFORCEMENT ACADEMY (BLEA):

If you are applying for a position as a Marshal or Probation Officer and have met the minimum experience and training requirements, and you are not currently employed by the Government of Guam, you may be eligible for preference points. To claim preference points, you must submit a copy of your certificate of completion of the BLEA program.

5. 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.

NOTE: All applicants are required to submit a current **Police Record Clearance and Court Clearance** in addition to the **Application for Employment** form which is available at the **Human Resources Office** or the **Judiciary of Guam’s website at www.guamcourts.org**.

For additional information, please call the Office of Human Resources at 475-3399/3329/3422.


PERRY TAITANO
Administrator of the Courts

THE JUDICIARY OF GUAM IS AN EQUAL OPPORTUNITY EMPLOYER

The Judiciary of Guam complies with 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 Muna Perez, the court’s EEO Officer at 475-3374 or TDD at 477-6953 prior to any scheduled examinations or interviews.

In accordance with the Judiciary’s EEO Plan, as approved by the U.S. Department of Justice, Office for Civil Rights, applicants may obtain a copy of the EEO Plan from the EEO Office upon request.