



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: Management Secretary

TYPE OF APPOINTMENT: Full-Time Permanent Position

ANNOUNCEMENT NUMBER: 161 - 2010

OPENING DATE: February 10, 2010

CLOSING DATE: February 23, 2010

DEPARTMENT: Superior Court

DIVISION: Client Services & Family Counseling

PAY GRADE - STEP: K-1

SALARY: \$24,656.00

NATURE OF WORK:

This is complex professional secretarial work which involves performing the full range of secretarial duties within the scope of an office administrative manager.

Under the general direction of a division head, employees in this class serve to relieve the division head of minor administrative details to exercise discretionary decisions relative to procurement of supplies and materials, personnel action activities, and administrative processing of division documents.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

- Thorough knowledge of modern secretarial and office management practices, procedures and equipment.
- Thorough knowledge of business English, spelling, punctuation, arithmetic and grammar.
- Ability to recognize, investigate, and analyze a moderately complex administrative problem and recommend solutions.
- Ability to learn, interpret and apply statutes, rules and regulations and other program guidelines; make work decisions therefrom.
- Ability to use initiative and judgement in handling office matters.
- Ability to maintain confidential and office documents.
- Ability to work and communicate effectively with other employees and the general public.
- Ability to record and transcribe minutes or discussion of meetings either through a recording device or by shorthand or speed writing notes.
- Skilled at typing technical reports, manuals, organizational graphs or charts, correspondences and other complex documents.

MINIMUM EXPERIENCE AND TRAINING:

- (A) Graduation from a recognized college or university with an Associate's degree in Secretarial Science or Office Technology field, plus four (4) years and six (6) months of experience as a secretary; or
- (B) Graduation from high school or G.E.D. equivalent, plus six (6) years of creditable work experience as a secretary or equivalent work; or
- (C) Any equivalent combination of experience and education which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS:

Must take and pass the required employment examination for the Management Secretary position.

DRUG TESTING:

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 evident in the submitted application for employment form.

HOW 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 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. 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 website at www.guamcourts.org.**

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


PERRY C. 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.