



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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Hon. Robert J. Torres
Chief Justice

Hon. Alberto C. Lamorena III
Presiding Judge

Danielle T. Rosete, Esq.
Administrator of the Courts

Barbara Jean T. Perez
Human Resources Administrator

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

POSITION TITLE: DEPUTY CLERK I	ANNOUNCEMENT NO. 43-2024
DEPARTMENT: SUPERIOR COURT	TYPE OF ANNOUNCEMENT: FULL-TIME PERMANENT APPOINTMENT
DIVISION: COURTS & MINISTERIAL	
PAY GRADE: GPP-I (22%)-1 thru GPP-I (22%)-18	APPLICATION WILL BE ACCEPTED FOR THE PERIOD:
SALARY: \$34,885.90 thru \$61,486.78	
	OPENS: AUGUST 1, 2024
	CLOSES: AUGUST 14, 2024

NATURE OF WORK

This is entry level court ministerial work. Serving in the capacity of a deputized clerk, an employee of this class performs manual and automated tasks involving the administrative functions of all casework requirements received in, created by, and processed through the Courts & Ministerial Division.

At this level, work is performed under less supervision but is closely reviewed to ensure conformance to established court rules and procedures.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of general office practice and procedures.
- Knowledge of business English, spelling, punctuation and grammar.
- Ability to learn and apply applicable laws, standard operating policies and procedures.
- Ability to organize and type reports, correspondence and other court documents in proper format and style and make moderate changes involved.
- Ability to maintain records and prepare routine reports.
- Ability to use and operate standard office equipment to accomplish assignments.
- Ability to work effectively with officials, the public and employees.
- Ability to communicate effectively, orally and in writing.
- Skill in the operation of a typewriter.

MINIMUM EXPERIENCE AND TRAINING

Graduation from high school or G.E.D. equivalent, plus two (2) years of work experience in legal or courts and ministerial work.

EDUCATIONAL REQUIREMENTS PURSUANT TO 4 GCA § 4101 (c)(1)

Applicants must possess a high school diploma or show successful completion of a General Educational Development (GED) Test, or any equivalent of a general education high school program, apprenticeship program or successful completion of a certification program, from a recognized accredited or certified technical institution, in a specialized field required for the job.

DOCUMENTATION REQUIREMENTS

To validate credentials, (e.g., Diploma/G.E.D., Certificate, College Transcript and/or licenses), an original or certified copy must accompany each employment application with the applicant's legal signature. Proof of certification must be provided to the HR Office within five (5) workdays from the date of the eligibility notice. Applicants shall be responsible to provide all required documents for each employment application and failure to provide proof may result in disqualification for employment consideration.

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.

EVALUATION METHOD

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. A qualification test is not required to be certified eligible for the position, but the interview may consist of oral and /or written questions.

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.

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

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.
POLICE AND COURT CLEARANCE REQUIREMENTS	<p>Non-law enforcement positions: If selected for this position, your selection will be conditional pending submission of a current police and court clearance. Applicant will have ten (10) workdays from the date of the Notification of Selection Letter to submit police and court clearance. The clearances should be issued within thirty (30) days from the submission date of your application. The cost of the clearances is the applicant's responsibility.</p> <p>Law enforcement positions: a current police and court clearance should be issued within thirty (30) days from the submission date of your application. The cost of the clearances is the applicant's responsibility. Failure to submit may disqualify your application from employment consideration.</p>
AMERICANS WITH DISABILITIES ACT (ADA) & EQUAL EMPLOYMENT OPPORTUNITY (EEO)	<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. Lina P. Taitingfong, EEO Officer, at (671) 475-3374 or via email at ltaitingfong@guamcourts.gov prior to any scheduled examinations or interviews.</p> <p>In accordance with the Judiciary's EEO 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>
HOW TO FILE AN EEO COMPLAINT	Applicants or candidates who believe they have been discriminated against based on an EEO Protected Classification, may file a complaint with the Judiciary's EEO Office. A complaint form is available on the Judiciary website at www.guamcourts.org , on the Judiciary's Intranet, or at the Judiciary's EEO Office.
HOW AND WHERE TO APPLY	<p>Interested applicants may call or visit the Human Resources Office, 2nd Floor San Ramon Building, 115 San Ramon St. Hagatna, Guam between 8:00 am – 12:00 pm / 1:00 pm – 5:00 pm Monday through Friday, excluding holidays. The Application for Employment form may also be obtained on the Judiciary's website at www.guamcourts.org.</p> <p>Your application must be submitted within the job announcement period indicated via the following methods:</p> <ol style="list-style-type: none">1. Deliver in-person to the HR Office, 2nd Floor San Ramon Building, 115 San Ramon St., Hagatna, Guam2. Email to hr@guamcourts.gov; or3. Mail via Postal System to the Human Resources Office, Judiciary of Guam, Guam Judicial Center, 120 West O'Brien Dr. Hagatna, Guam 96910.
INTERVIEW PROCESS	The HR Office will coordinate interviews for eligible applicants referred through certification. Interviews will be conducted through teleconference, virtual conference or in-person.
FOR MORE INFORMATION	For additional information, please call the Human Resources Office at (671) 475-3399/3329/3422 or email hr@guamcourts.gov


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Administrator of the Courts