



# JUDICIARY OF GUAM

Administrative Office of the Courts  
Human Resources Office

Guam Judicial Center • 120 West O'Brien Drive Hagåtña, Guam 96910  
Telephone: (671)475-3399/3239/3329/3422/3583 • Fax: (671)477-3184



F. Philip Carbullido  
Chief Justice

Alberto C. Lamorena III  
Presiding Judge

Kristina L. Baird  
Administrator of the Courts

Barbara Jean T. Perez  
Human Resources Administrator

## RE-ANNOUNCEMENT CONTRACTUAL APPOINTMENT

<b>POSITION TITLE:</b>  <b>VETERANS MENTOR COORDINATOR (Part-Time)</b>	<b>ANNOUNCEMENT NO. 67-2021</b>  <b>APPLICATION WILL BE ACCEPTED FOR THE PERIOD:</b>
<b>DEPARTMENT:</b> ADMINISTRATIVE OFFICE OF THE COURTS <b>DIVISION:</b> PROBATION SERVICES DIVISION  <b>CONTRACT PERIOD:</b> JANUARY 1, 2019- DECEMBER 31, 2022	<b>OPENS:</b> October 29, 2021 <b>CLOSES:</b> CONTINUOUS  <b>RATE:</b> \$16.30 per hour  <b>WORKSITE LOCATION:</b> PROBATION SERVICES DIVISION & GUAM VETCENTER

### COVID-19 MEASURES

The Human Resources Office will continue to limit in-person contact as much as possible and resolve matters by using available technologies, including alternative means of filing, teleconferencing, videoconferencing (e.g., Zoom), and use of email, except when it is not practicable to do so or it would contravene the protection of constitutional rights.

### SUBMISSION OF APPLICATIONS:

**Application for Employment** forms are available on the Judiciary of Guam's website at [www.guamcourts.org](http://www.guamcourts.org).

Applications must be submitted within the job announcement period indicated above by the following methods:

1. E-mail to the Human Resources Office at [hr@guamcourts.org](mailto:hr@guamcourts.org);
2. Place in the Human Resources Drop Box located in the front of the Guam Judicial Center Main Entrance, 120 West O'Brien Drive, Hagatna, Guam; or
3. 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 Human Resources Office will coordinate interviews for eligible applicants referred through certification. Interviews will be conducted through teleconference, virtual conference or in-person.

### NATURE OF WORK

The Veterans Treatment Court (VTC) Mentor Coordinator will be responsible for recruiting and screening prospective VTC volunteer mentors; interviewing, selecting, training and educating volunteer mentor candidates about the VTC; providing individual and group supervision; scheduling mentors' attendance at VTC proceedings; and coordinating all activities with the VTC Judge, VTC Coordinator and VTC Community Supervision Staff.

### MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

- Knowledge of military culture and history.
- Knowledge of U.S. Department of Veterans Affairs and related community services.
- Knowledge of related local laws.
- General knowledge of addiction, alcoholism and pharmacology, and the ability to apply that knowledge to suggest responses is desirable.
- Ability to interpret and apply rules, regulations and procedures pertaining to Veterans Treatment Court.
- Ability to adhere to strict confidentiality issues on client records and information.
- Ability to develop and advocate an effective volunteer veteran mentor program.
- Ability to prepare and compile accurate reports and maintain records.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively, orally and in writing.

### MINIMUM REQUIREMENTS

- Graduation from high school or acquired General Education Development (G.E.D.) Diploma/Certificate;
- Military Veteran Status with an Honorable discharge;
- Not Active as National Guard or Reserve Member

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

**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.

**FUNDING**

FY2018 Veterans Treatment Court Enhancement Project Grant  
Funding is from January 1, 2019-December 31, 2022.

**POLICE AND COURT  
CLEARANCE AND  
DD FORM 214  
REQUIREMENTS**

A current Police and Court Clearance valid within 30 days from the opening of the Announcement must be submitted.  
Copy of DD Form 214, Certificate of Military Discharge

**INTERVIEWING  
PROCEDURES**

A personal interview or interview by telephone (if off-island) will be coordinated by the Human Resources Office for all referred via certification.

**HOW TO APPLY**

A "CONTRACTUAL APPOINTMENT APPLICATION FORM" may be obtained on the Judiciary's website at [www.guamcourts.org](http://www.guamcourts.org) and submitted to:

Human Resources Office  
Judiciary of Guam  
Guam Judicial Center  
120 West O'Brien Drive  
Hagatna, Guam 96910

**\*Please refer to the Judiciary of Guam's website at [www.guamcourts.org](http://www.guamcourts.org) for more information on this Announcement.**


**LICENSES,  
CERTIFICATIONS &  
BUSINESS LICENSE**

Applicants are required to provide a copy of licenses, certifications, certificates of completion and current business license attached to their Contractual Appointment Application Form.

**AMERICANS WITH  
DISABILITIES ACT  
(ADA) & EQUAL  
EMPLOYMENT  
OPPORTUNITY  
(EEO)**

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, Human Resources Management Officer, at 475-3374 or via email at [ltaitingfong@guamcourts.org](mailto:ltaitingfong@guamcourts.org) prior to any scheduled examinations or interviews.

In accordance with the Judiciary's EEOP 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.

  
**KRISTINA L. BAIRD**  
Administrator of the Courts