



JUDICIARY OF GUAM

Administrative Office of the Courts

Human Resources Office

Guam Judicial Center · 120 W OBrien Drive · Hagatna, GU 96910
Telephone: (671) 475-3399/3422/3239/3329 · Facsimile: (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

OPEN JOB ANNOUNCEMENT TO ESTABLISH A LIST

POSITION TITLE:	ANNOUNCEMENT NO. 46-2022
COURTROOM/CHAMBER CLERK	TYPE OF ANNOUNCEMENT: UNCLASSIFIED APPOINTMENT
DEPARTMENT: SUPERIOR COURT DIVISION: COURTS & MINISTERIAL	APPLICATION WILL BE ACCEPTED FOR THE PERIOD:
PAY GRADE: GPP-M-1 thru GPP-M-18 SALARY: \$40,762.00 thru \$71,844.00	OPENS: JULY 19, 2022 CLOSES: AUGUST 3, 2022

NATURE OF WORK

This is highly responsible, specialized clerical work which involves facilitating, reviewing, organizing, and calendaring the influx of case file work in preparation for and during courtroom proceedings. Under the immediate guidance and supervision of a judge, the incumbent performs work activities that require knowledge of proper rules and procedures of court administration.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of court procedures and policies, legal documents, laws and legal functions pertaining to the court proceedings.
- Knowledge of courtroom operations and activities.
- Knowledge of modern office practices and procedures.
- Ability to understand oral and written instructions.
- Ability to make work decisions in accordance with laws, regulations, and departmental policies and procedures.
- Ability to establish and maintain effective working relationships with other court employees, patrons and others.
- Ability to express himself/herself concisely and clearly; orally and in writing.
- Skill in the operation of a typewriter, other standard office equipment, and a computer terminal for data entry.
- Skill in the operation of electronic recording equipment.

PREFERRED EXPERIENCE AND TRAINING

- (A) Graduation with a Bachelor's degree from a recognized college or university in Criminal Justice, Public or Business Administration or closely related field, plus three (3) years of experience in legal or courts and ministerial work; or
- (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills required for the position.

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.

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

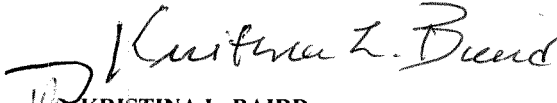
All applicants accepting employment must undergo a medical examination and be declared by a physician as capable of performing the duties of the position within six (6) months from date of hire.

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.

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

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.
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.
POLICE AND COURT CLEARANCE REQUIREMENTS	Police and Court Clearances are required upon selection and conditional offer of employment.
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 475-3374 or via email at ltaitingfong@guamcourts.org prior to any scheduled examinations or interviews.</p> <p>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.</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 at the Guam Judicial Center, 120 West O'Brien Dr. Hagatna, 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;2. Place in the HR Drop Box located at Post 1 Alpha;3. Email to hr@guamcourts.org; or4. 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 475-3399/3329/3422 or email hr@guamcourts.org .


KRISTINA L. BAIRD
Administrator of the Courts