



JUDICIARY OF GUAM

Administrative Office of the Courts

Human Resources Office

Guam Judicial Center · 120 W O'Brien Drive · Hagatna, GU 96910
Telephone: (671) 475-3399/3422/3239/3329 · Facsimile: (671) 477-8520



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:	ANNOUNCEMENT NO. 81-2025
DEPUTY MARSHAL SUPERVISOR	TYPE OF ANNOUNCEMENT: FULL-TIME PERMANENT APPOINTMENT
DEPARTMENT: ADMINISTRATIVE OFFICE OF THE COURTS	APPLICATION WILL BE ACCEPTED FOR THE PERIOD:
DIVISION: MARSHAL SERVICES	OPENS: JANUARY 8, 2025 CLOSES: JANUARY 22, 2025
PAY GRADE: OL04 (18%)-01 thru OL04 (18%)-20	
SALARY: \$55,855.77 thru \$118,185.73	

NATURE OF WORK

This is professional and responsible supervisory marshal work which involves serving as a unit supervisor within an assigned section in the Marshal's Division of Superior Court. Employees in this class perform complex work in directing and coordinating the day to day operations of their unit activities which entails the planning and distribution of work assignments to subordinate Deputy Marshals.

Under the general supervision of the Chief Deputy Marshal, an employee in this class serves to exercise independent judgement and discretion when solving problems and issues involving their respective unit. Such decision-making responsibilities must conform to applicable laws, rules, regulations, guidelines, administrative policies and organizational mission.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of the laws of Guam.
- Knowledge of prevailing and impending court decisions, laws, administrative policies, procedures, and directives which may affect Marshal services management.
- Knowledge of the modern principles, practices and methods of marshal administration, organization and operation.
- Knowledge of the practices, techniques and equipment utilized in the law enforcement work.
- Knowledge of the preparation and submission of budget.
- Knowledge of the current practices of other law enforcement agencies directly related to the Marshal work, i.e. Guam Police Department and Department of Corrections.
- Knowledge of the fundamental principles of management and public administration.
- Ability to plan, assign, supervise and review the work of subordinate Deputy Marshals.
- Ability to identify and effectively use available community resources and services in connection with the goals and objectives of marshal work.
- Ability to maintain management perspective consistent with marshal goals and objectives, together with maintaining confidential information.
- Ability to collect, analyze, and interpret statistical data to be used by higher authority.
- Ability to establish and maintain effective working relationships with allied agencies, fellow employees, court officials and the public.
- Ability to make decisions and to react quickly and calmly in emergencies.
- Physical strength and agility.
- Ability to use a micro-computer with all applicable software.
- Ability to maintain records and prepare reports.
- Ability to express oneself clearly and concisely, orally and in writing.
- Skilled and proficient in the use of firearms and ability to operate motor vehicles.

MINIMUM EXPERIENCE AND TRAINING

A. Graduation from a recognized college or university with a Bachelor's degree in Criminal Justice, Public Administration or closely related field, plus five (5) years of experience as a Deputy Marshal of which three (3) years must have been as a Deputy Marshal III and two (2) years as a Deputy Marshal II; or

B. Graduation from a recognized college or university with an Associate's degree in Criminal Justice or closely related field, plus six (6) years and six (6) months or a total of seventy-eight (78) months of experience as a Deputy Marshal of which four (4) years must have been as a Deputy Marshal III and two (2) years and six (6) months as a Deputy Marshal II.

NECESSARY SPECIAL QUALIFICATIONS

1. Possession of a valid firearms permit.
2. Possession of valid chauffeur's license.
3. Successful completion and passing of the P.O.S.T. Physical Fitness Requirement Testing, P.L. 34-136.

P.O.S.T. Requirements: Chapter 3, Title 27. Guam Administrative Rules & Regulations

1. All applicants must provide proof of satisfactorily passing an exam or course evidencing proficiency in reading and writing in English administered by an institution recognized or sanctioned by the P.O.S.T. Commission.
2. An official transcript from an accredited college or university (i.e., University of Guam or Guam Community College) that reflects passing grades for the required courses or the passing results of an English Reading or Writing Placement Test administered by an accredited college or university. All associated fees are the responsibility of the applicant taking the required courses or placement test.

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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 except where a bona fide occupational qualification ("BFOQ") exists, without discrimination based on race, color, national origin, age, religion, disability, genetic information, pregnancy, sex (including gender identity, or expression), sexual orientation, ancestry, honorably discharged veteran or military status, or any other protected classification under Federal or Guam EEO laws. Evaluation will be based on the candidate's education, experience and training as evidenced in the submitted application for employment form. A BFOQ is a selective factor, such as sex or age, that is required for a job that would otherwise be considered discrimination if it were not necessary to perform the job in question.
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.
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)	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. Dawn R.S. Blas, Alternate EEO Representative, at (671) 475-3191 or via email at dbl原因@guamcourts.gov prior to any scheduled examinations or interviews.
HOW TO FILE AN EEO COMPLAINT	<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> <p>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.</p>
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, Guam 2. Email to hr@guamcourts.gov; 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 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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