



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. 120-2025
PROCUREMENT CONTRACT SPECIALIST		TYPE OF ANNOUNCEMENT: FULL-TIME PERMANENT APPOINTMENT
DEPARTMENT:	ADMINISTRATIVE OFFICE OF THE COURTS	APPLICATION WILL BE ACCEPTED FOR THE PERIOD:
DIVISION:	COURT ADMINISTRATIVE SERVICES	OPENS: JANUARY 6, 2025 CLOSES: CONTINUOUS UNTIL FILLED
PAY GRADE:	GPP-N (22%)-1 thru GPP-N (22%)-18	
SALARY:	\$54,917.08 thru \$96,792.36	

NATURE OF WORK

Designs, plans, and implements complex contracting and procurement projects under minimal direction. Directs the design, planning, and implementation of complex organization-wide contracting and procurement projects. Develops and recommends policy decisions related to contracting and procurement matters.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of principles and techniques of acquisition planning, development, and implementation.
- Knowledge of contract administration, and termination techniques.
- Knowledge of price/cost analysis techniques.
- Knowledge of contract types, methods, and techniques including cost and incentive contracting, award fee, cost-sharing arrangements, processing of solicited proposals, and multiple awards.
- Knowledge of contract negotiation techniques.
- Knowledge of laws, regulations, and rules associated with contract development, administration, and termination.
- Knowledge of the operation of personal computers and the use of specified computer applications, such as word processing and spread sheets.
- Principles and techniques of preparing a variety of oral presentations.
- Principles and techniques of preparing a variety of written material.
- Ability to plan, organize, supervise, review, and evaluate the work of others.
- Ability to use initiative and independent judgement within general policy guidelines.
- Ability to organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Ability to develop and implement goals, objectives, policies, procedures, and work standards.
- Ability to develop effective work teams and motivate individuals to meet goals and objectives and provide customer services in the most effective and efficient manner.
- Ability to supervise and direct work associated with complex contracting and procurement assignments and projects.
- Ability to communicate effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM EDUCATION, EXPERIENCE AND TRAINING

Graduation with a Bachelor's degree from a recognized college or university with major course work in business administration or a closely related field and two (2) years of professional procurement and contracting experience which includes the drafting of contracts and solicitation of documents.

NECESSARY SPECIAL QUALIFICATIONS

- (A) Possession of a valid driver's license; and
- (B) Pursuant to 5 GCA § 5141, all Government of Guam personnel tasked with the responsibility of purchasing or otherwise procuring goods, must receive training and continuing education offered by the Guam Community College.

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	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. 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.
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, EEO Officer, at (671) 475-3191 or via email at dblas@guamcourts.gov prior to any scheduled examinations or interviews. 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.
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	Interested applicants may call or visit the Human Resources Office, 2 nd 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 . Your application must be submitted within the job announcement period indicated via the following methods: 1. Deliver in-person to the HR Office, 2 nd 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 .


DANIELLE T. ROSETE
 Administrator of the Courts