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# ANNOUNCEMENT

March 18, 2022

**OPEN AND PROMOTIONAL EXAMINATION FOR THE FOLLOWING CLASS TO ESTABLISH A LIST OF ELIGIBLES (SUBJECT TO THE AVAILABILITY OF FUNDS):**

<b>Announcement No. 053-22</b>	
<b><u>Code No. Position Title</u></b> <b>1.117 CUSTOMER SERVICE REPRESENTATIVE</b>	
<b><u>Salary Range:</u></b>	
Open: H-01 \$26,520.00 – H-07 \$33,150.00 Per Annum	<b><u>Opening Date:</u></b> March 18, 2022
Prom: H-01 \$26,520.00 – H-18 \$46,742.00 Per Annum	<b><u>Closing Date:</u></b> April 01, 2022

**MINIMUM EXPERIENCE AND TRAINING:**

- a) One year of clerical experience involving public contact work and arithmetic computation; or
- b) Any equivalent combination of experience and training which provided the minimum knowledge, abilities, and skills.

**QUALIFICATIONS REQUIRED:**

Pursuant to Public Law 26-87 as amended by Public Law 29-113, all future employees of any position within the Government of Guam will be required at minimum to possess one of the following:

- 1. A high school diploma; or
- 2. Successful completion of General Education Development (GED) Test; or
- 3. The equivalent of a general education high school program; or
- 4. Successful completion of a certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field for the job.

**NATURE OF WORK IN THIS CLASS:**

This is complex public contact work in providing assistance and responding to customer inquires and requests for department or agency services.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Ability to learn, interpret, and apply department or agency policies and procedures. Ability to make decisions in accordance with established policies and other regulations. Ability to perform arithmetic computations. Ability to tactfully handle irate customers and maintain self-control. Ability to communicate effectively. Ability to maintain records and prepare reports.

**ILLUSTRATIVE EXAMPLES OF WORK:**

(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.) Accepts applications after insuring applicants fully understand the policies and procedures for services desired; provides information of availability of other types of services. Answers inquires and resolves complaints; makes applicable adjustment to records and files after securing valid data through investigation, research, or other acceptable means. Assembles information; checks forms, records, and applications for accuracy, completion, and conformance with requirements. Prepares daily, weekly, or monthly reports of work activities; maintains pertinent logs. May assist in establishing and maintaining department or agency records and other related files. May assist in the preparations of service orders. Performs related duties as required.

**EDUCATION:**

Applicants claiming degrees or credit hours are required to upload a certified copy of the documents (e.g., transcripts, high school diploma, or GED certification) with the online job application through UOG's online employment portal at <http://uog.peopleadmin.com>.

**VETERANS/DISABILITY PREFERENCE:**

Applicants claiming veteran's preference points are required to provide a copy of the DD-214 (Military Discharge Form). Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration. Applicants claiming disability preference should submit a Government of Guam Certification, Certified by the Director of Public Health and Social Sciences.

**PREFERENTIAL HIRING STATUS:**

As a recipient of an educational loan or merit scholarship, you are entitled to first offer of employment in accordance with Public Law 15-127 (notwithstanding any other laws may supersede). To claim preferential hire, you must upload your eligibility letter from the University of Guam Financial Aid Office, along with your job application. Preference hiring is only awarded for initial employment. In addition, declining an offer will result in the removal of preferential hire status.

## 1.117 CUSTOMER SERVICE REPRESENTATIVE #053-22

### **WORK ELIGIBILITY:**

Submission of completed job applications authorizes the University of Guam to seek and obtain information regarding the applicant's suitability for employment. All factors which are job-related may be investigated (e.g., previous employment, educational credentials, and criminal records). All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job-related sources from legal liability for the information provided.

Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.

Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position within the University of Guam, you will be required to present valid documents to comply with the law.

### **POLICE AND COURT CLEARANCE:**

Pursuant to Public Law No. 28-24 and Executive Order No. 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

### **HOW TO APPLY:**

All applicants must submit an online job application through the UOG's online employment portal system at <http://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call 735-2350.

### **UNIVERSITY INFORMATION:**

Information on the University's campus security and fire safety may be accessed at <http://www.uog.edu/hro> (under Links).

### **THE UNIVERSITY OF GUAM IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER:**

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Director, EEO and Title IX/ADA Coordinator, located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 104, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).



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**JOSEPH B. GUMATAOTAO**  
Acting Chief Human Resources Officer

*Customer.Service.Representative.03/18/22*  
*Approved by Acting CHRO 03/18/22*