

GUAM POWER AUTHORITY JOB ANNOUNCEMENT

OPEN Announcement for the following position to establish a list

Position Title: (00.412) Utility Cashier I	Announcement Number: 2021-017						
Grade: C <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%;"><u>MINIMUM</u></td> <td style="text-align: center; width: 50%;"><u>MAXIMUM</u></td> </tr> <tr> <td style="text-align: center;">Step 4 / Sub-Step D</td> <td style="text-align: center;">Step 5 / Sub-Step D</td> </tr> <tr> <td style="text-align: center;">\$28,277.00</td> <td style="text-align: center;">\$29,425.00</td> </tr> </table>	<u>MINIMUM</u>	<u>MAXIMUM</u>	Step 4 / Sub-Step D	Step 5 / Sub-Step D	\$28,277.00	\$29,425.00	Opening Date: 05/24/2021
<u>MINIMUM</u>	<u>MAXIMUM</u>						
Step 4 / Sub-Step D	Step 5 / Sub-Step D						
\$28,277.00	\$29,425.00						
Promotion:* * Salaries beyond the maximum range will be allocated in accordance with promotional guidelines.							
Department/Division: Finance/ Accounting	Closing Date: 06/07/2021						

MINIMUM EXPERIENCE AND TRAINING:

- A) One year of progressively responsible cashiering experience or as bank teller and graduation from a high school or GED equivalency; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

AND

Possession of a certificate from a nationally recognized foundational skills assessment program such as a Work Keys Skills Assessment Certificate. This Work Keys certificate can be obtained through the Guam Community College. For more information, please contact GCC at 735-5640 or log onto guamcc.edu, workforce development.

NATURE OF WORK IN THIS CLASS:

This is routine, repetitive clerical work in receiving and accounting for money in a utility. Employees in this class perform routine utility cashiering assignments independently after initial training and work under closer supervision on a variety of more complex developmental assignments within the Authority.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office practices and procedures. Possess basic knowledge in Microsoft Excel. Possess excellent customer service skills. Ability to accurately count money and tabulate receipts. Ability to use the computerized customer information system to record receipts. Ability to maintain records. Ability to work effectively with the public and employees. Ability to communicate effectively both verbally and in writing. Ability to handle stressful situations. Skill in operating an adding machine, a cashier register and other related equipment.

ILLUSTRATIVE EXAMPLES OF WORK (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Receives and records daily collection of monies over the counter and through the mail from the public, officials, or other employees or through other collection agents in payment for, power, water. Balances cash, and checks against field receipts and prepare appropriate daily and monthly cash reports. Assists head cashiers utilizing Customer Care & Billing (CC&B) system (the current customer information system) in performing payment research, reconciliations and transfers. Prepares require tabulations and deposits; issues change funds. Prepares utility cash balancing report. Classifies receipts, validates documents, records serial numbers on documents and posts documents for summary; prepares breakdown of registers and sub-registers. Inspects and examines currency to detect counterfeit, foreign or damage; inspects checks for proper amount, date, signature and endorsement. Make change, cashes checks and issues receipts for monies accepted. Read totals of cash register and checks with amount of money in register and/or safe. May interview payees following interviewing procedures. May research on questionable accounts. Keeps records of all transactions, receipts, and disbursements. Operates a typewriter, adding machine, calculating machine and other office machines. May perform other clerical functions as required. Performs related duties as required.

-HIGH SCHOOL DIPLOMA/ Skills Assessment Certificate – Pursuant to Public Law 26-87 (effective May 17, 2002) and as amended by P.L. 31-254 – Applicant must possess a high school diploma or a successful completion of a General Educational Development (GED) Test, or any equivalent of a general education high school program, or a successful completion of a certification program, from a recognized accredited or certified technical institution, in a specialized field required for the job. For entry level positions a formal nationally recognized foundational skills assessment shall be required for consideration for employment.

-PROHIBITION: Pursuant to P.L. No. 28-98. “No person convicted of a sex offense under the provisions 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”.

EVALUATION METHOD:

A written test maybe required. When a written test is not required, applicants will be rated on a scale between 70.00 and 100 percent on the basis of their training, education and experience in relation to the minimum requirements of the positions.

INTERVIEWING PROCEDURE/INTERVIEW CONTACT:

Applicants will receive a **Notification of Certification and Interview Schedule**, Form #HR-NOC-01 via Post Mark air mail to their last known address who are Certified for interview from the Eligibility List. All applicants **must** contact the Human Resources Division to confirm their scheduled date and time of interview. For rescheduling of interview applicants **must** contact the Human Resources Division (2) days prior to date of scheduled interview.

Applicants who are interested to be interviewed while **off-island** (regardless of the duration of stay) **must** inform the Human Resources Division in writing of their temporary mailing address and/or telephone number where they may be contacted should there be a scheduled interview.

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.** In accordance with Personnel Rules and Regulations Section 4.A.3.11, the General Manager, at his discretion, may schedule a selection interview immediately after the establishment of an eligibility list for the position. Applicants who are pending submission of supporting documents at the time the selection interview is scheduled will not be considered for certification purposes.

DISABILITY PREFERENCE:

Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification form, certified by the Director of Public Health & Social Services.

VETERANS PREFERENCE:

Applicants claiming veterans preference are required to provide a copy of their DD-214 (Military discharge form, Member 4 copy). Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration.

EDUCATION:

Applicants claiming degrees or credit hours are required to submit official or verified copies of transcripts or high school diploma or GED certification.

HOW AND WHERE TO APPLY:

Interested applicants may call or visit the Human Resources Division at the Gloria B. Nelson Public Service Building at Route 15 Fadian, Mangilao, (671) 648-3130 between 8:00 a.m. and 5:00 p.m., Monday to Friday, excluding holidays, for additional information and to receive an application for employment-Form A. You may also visit www.guampowerauthority.com. You may submit your application in person, through facsimile (671) 648-3160, or e-mail to gpahr@gpagwa.com. *NOTE: All applications MUST be received by the Human Resources office during regular business hours on or before the closing date of the job announcement irrespective of the form of transmission.

Safety is our Priority.

Due to COVID19 Pandemic, the Guam Power Authority highly encourages applications to be submitted electronically. If submission is in person, you will be required to wear a facial mask before entering into the facility.

DRUG TESTING:

As approved by Board of Directors effective May 30, 1995, **all applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment.**

IMPORTANT INFORMATION:

Public Law 99-603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility to all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position in the Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility.

FOR FURTHER INFORMATION:

Call us at **648-3130** or visit our office.

APPROVED BY:



**JOHN M. BENAVENTE, P.E.
GENERAL MANAGER**

“The Guam Power Authority is an Equal Opportunity Employer”

P.O. Box 2977, Hagåtña, Guam 96932 Telephone No.: (671) 648-3130 Fax No.: (671) 648-3160

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