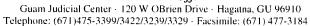


JUDICIARY OF GUAM

Administrative Office of the Courts Human Resources Office





PROHIBITION PURSUANT TO P.L.

DRUG SCREENING

28-98

Alberto C. Lamorena III Presiding Judge <u>John Q. Lizama</u> Administrator of the Courts <u>Barbara Jean T. Perez</u> Human Resources Administrator

OPEN/PROMOTIONAL **JOB ANNOUNCEMENT**

TO ESTABLISH A LIST OF CERTIFIED ELIGIBLES

POSITION TITLE: DATA ENTRY CLERK		ANNOUNCEMENT NO. 48-2019 TYPE OF ANNOUNCEMENT: FULL-TIME PERMANENT APPOINTMENT
PAY GRADE: SALARY:	GPP-D-1 thru GPP-D-18 \$19,040.00 thru \$33,558.00	OPENS: FEBRUARY 26, 2019 CLOSES: MARCH 12, 2019
NATURE OF WORK		signed supervisor, an incumbent of this class would perform involves entering data from a variety of source documents board.
MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS	 Knowledge of English language and basic information processing. Ability to prepare simple entry format according to prescribed instructions. Ability to maintain an acceptable speed and accuracy in data entries. Ability to follow oral or written instructions, read and understand information processing from varied source documents. Ability to operate a standard computer keyboard and related equipment. Ability to retrieve data files in a systematical procedure. Ability to communicate effectively, orally and in writing. Ability to work effectively with other employees and the general public. 	
MINIMUM EXPERIENCE AND TRAINING	Graduation from high school or acquired General Educational Development (G.E.D.) Diploma/Certificate.	
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.	
EXAMINATION REQUIREMENTS	A written test in not required. 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.	
INTERVIEWING PROCEDURES		rview by telephone (if off-island) will be coordinated by the rall eligible's referred via certification.
	No person convicted of sex	offense under the provision of Chapter 25 of Title 9 GCA, or

grounds for rescinding the offer of appointment.

the government of Guam.

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

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

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.	
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 CLERANCE REQUIREMENTS	Police and Court Clearances are required upon selection and conditional offer of employment.	
WHERE TO APPLY	Applicants can obtain and <u>must</u> submit an "Application for Employment" form to: Human Resources Office, Judiciary of Guam, Guam Judicial Center, 120 West O'Brien Dr. Hagatna, Guam 96910. The Application for Employment form is also available on the Judiciary of Guam's website at www.guamcourts.org.	
FOR MORE INFORMATION	For additional information, please call the Human Resources Office at 475-3399/3329/3422.	
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. Linette M. Perez. Program Coordinator IV, at 475-3374 or via email at limperez@guamcourts.org prior to any scheduled examinations or interviews. 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.	

JOHNO. J.J.A.A. Administrator of the Courts