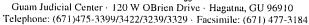


JUDICIARY OF GUAM

Administrative Office of the Courts

Human Resources Office





Katherine A. Maraman Chief Justice 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	:	
		ANNOUNCEMENT NO. 129-2019
FACILITIES N WORKER	MAINTENANCE	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: JULY 29, 2019 CLOSES: AUGUST 9, 2019
PAY GRADE: SALARY:	GPP-H-1 thru GPP-H-18 \$26,520.00 thru \$46,742.00	
NATURE OF WORK	facilities and grounds which electrical, mechanical, mason	semi-skilled work in the maintenance of court building include but are not limited to construction and repair of cy, carpentry; the coordination and preventive maintenance g and record keeping of transactions.
MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS	 equipment used in the melectrical, plumbing, and Ability to dispatch the appoperation. Ability to apply safe work Ability to communicate e Ability to maintain record 	ffectively, orally and in writing.
MINIMUM EXPERIENCE AND TRAINING	Graduation from high school or G.E.D. equivalent, plus three (3) years experience in the maintenance of building facilities and grounds, repair of structures, machinery, plumbing, electrical wiring, and fixtures.	
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		Applicants will be rated on a scale between 70,00 and of training, education and experience in relation to the position.
INTERVIEWING PROCEDURES		ew by telephone (if off-island) will be coordinated by the ll eligibles referred via certification.
PROHIBITION PURSUANT TO P.L. 28-98	an offense as defined in Article any jurisdiction which include	ense under the provision of Chapter 25 of Title 9 GCA, or e 2 of Chapter 28, Title 9 GCA in Guam, or an offense in s, at a minimum, all of the elements of said offenses, or er Registry shall work in any agency or instrumentality of
DRUG SCREENING	mandatory drug test before bei	ment with the Judiciary of Guam shall undergo and pass a ng employed. This also applies to employees selected for TDP). Failure to submit or pass such drug test shall be r of appointment.
WORK ELIGIBILITY		vill be required to provide proof of identity and eligibility States as a condition of employment.
EMPLOYMENT MEDICAL EXAMINATION		loyment must undergo a medical examination and be ble of performing the duties of the position within six (6)

FOR MORE INFORMATION	For additional information, please call the Human Resources Office at 475-3399/3329/3422 or email hr@guamcourts.org.	
OPPORTUNITY (EEO)	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.	
AMERICANS WITH DISABILITIES ACT (ADA) & EQUAL EMPLOYMENT	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 Imperez@guamcourts.org prior to any scheduled examinations or interviews.	
WHERE TO APPLY	Applicants can obtain and must 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.	
POLICE AND COURT CLERANCE REQUIREMENTS	Police and Court Clearances are required upon selection and conditional offer of employment.	
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.	
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.	
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.	

JOHN ALIZANIA
Administrator of the Courts