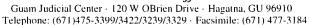


JUDICIARY OF GUAM

Administrative Office of the Courts

Human Resources Office





Katherine A. Maraman Chief Justice Alberto C. Lamorena III Presiding Judge

John Q. Lizama 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. 64-2019
PROBATION O	OFFICER I	TYPE OF ANNOUNCEMENT:
DEPARTMENT: DIVISION: PAY GRADE: SALARY:	SUPERIOR COURT PROBATION SERVICES LL04-01 thru LL04-20 \$37,128.00 thru \$78,559.60	FULL-TIME PERMANENT APPOINTMENT APPLICATION WILL BE ACCEPTED FOR THE PERIOD: OPENS: FEBRUARY 26, 2019 CLOSES: MARCH 12, 2019
NATURE OF WORK	This is professional entry level probation work which involves performing moderate complex casework services to the court in its deliberations and decisions concerning the supervision, incarceration, or rehabilitation of adult criminal and/or juvenile offender clients. Initially, an employee of this class will undergo a period of job orientation and training and would then perform and carry out their duties and responsibilities under the supervision guidance by his/her section supervisor or senior level probation officer as assigned. Employees of this class perform casework services of less complex cases.	
MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS	 Knowledge of corrections juvenile and adult offends Knowledge of the princip law enforcement practices Working knowledge of hi Ability to learn and apply statutes, guidelines and of Ability to learn, plan and Ability to collect, analyze Ability to communicate e Skilled in the safe operati 	, rehabilitation concepts and alternative treatment programs for ers. les, methods, and techniques of investigative work and related s. man behavior, both individual and group. practices and processes of probation work in accordance with their regulations. evaluate the function of client supervision. and investigate report material. ffectively orally and in writing.
MINIMUM EXPERIENCE AND TRAINING	Graduation with a Bachelor's degree from a recognized college or university in the Criminal Justice or Behavioral Science field.	
NECESSARY SPECIAL QUALIFICATION	P.L. 34-136. P.O.S.T. Requirements: Chapt 1. All applicants must provide proficiency in reading and we sanctioned by the P.O.S.T. Co 2. An official transcript from Guam Community College) the results of an English Readin	ms Identification Card. passing of the P.O.S.T. Physical Fitness Requirement Testing, er 3, Title 27. Guam Administrative Rules & Regulations er proof of satisfactorily passing an exam or course evidencing riting in English administered by an institution recognized or mmission. an accredited college or university (i.e. University of Guam or at reflects passing grades for the required courses or the passing grow Writing Placement Test administered by an accredited ociated fees are the responsibility of the applicant taking the
RATING AND SELECTION FACTORS	age, disability, equal pay/cor pregnancy, race/color, religion protected by law. Evaluation	and selected based on merit without discrimination because of npensation, genetic information, harassment, national origin, a retaliation, sex, sexual harassment and any other classification will be based on the candidate's education, experience, and bmitted application for employment form.
EXAMINATION REQUIREMENTS		Applicants will be rated on a scale between 70.00 and 100.00 ning, education and experience in relation to the minimum

INTERVIEWING PROCEDURES	A personal interview or interview by telephone (if off-island) will be coordinated by the Human Resources Office for all eligible's referred via certification.	
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.	
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	For law enforcement positions, a current police and court clearance is required.	
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	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	

JOHN O ALLANA Administrator of the Courts