



Eddie Baza Calvo  
Governor  
Ray Tenorio  
Lieutenant Governor

Government of Guam  
Department of Administration  
Human Resources Division



Christine W. Baletto  
Director

**OPEN COMPETITIVE EXAMINATION**

To establish a list for the position of  
**DATA CONTROL CLERK II (CLTA)**  
Competitive Limited Term Appointment

**Announcement Number:** DOA 24-17

**Open:** October 27, 2016

**Close:** November 21, 2016

**Pay Grade:** OPEN: F-1; \$23,171 P/A – F-7; \$28,964 P/A  
PROMOTION: F-1; \$23,171 P/A – F-18; \$40,839 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 a and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit [www.ggrf.com](http://www.ggrf.com). For other inquiries please visit Department of Administration website [www.doa.guam.gov](http://www.doa.guam.gov).

**Who Can Apply**

Open to all government of Guam employees and the public.

**Qualification Requirements**

Two (2) years of experience in work involving the processing of a variety of data for computer use, and completion of courses in electronic data processing and clerical procedures; or

Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**Nature of work**

This is complex work involved in the quality control functions of computerized data processing. Employees in this class control and verify a variety of source data and computer generated reports, generally requiring extensive adjustments and entries.

**Illustrative Examples of Work**

Verifies data contained in source documents and computer printouts for consistency, validity, accuracy and completeness; traces sources of error in documents, data and procedures; obtains corrected/new data and makes appropriate adjustments and entries; informs data entry operators and computer operators on problem areas to insure accurate reports. Operates adding or calculating machine with speed and accuracy in verifying input and output data. Maintains records and prepares reports. May operate decollating machine, burster and sign signature check print machines. May lead the work of lower level data control clerks. Performs related duties as required.

**Knowledge, Abilities & Skills**

Knowledge of computer workflow and processing methods, procedures and practices controlling of the collection of data; and the distribution and use of documents, reports and related materials produced by computers. Knowledge of standard office practices and procedures. Ability to learn, interpret and apply program guidelines. Ability to operate standard office machines and equipment. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Skill in the operation of an adding or calculating machine.

**Minimum Educational Requirements**

All new employees (meaning not a current government of Guam employee to include reemployment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by the DOA Human Resource Manager.

**Documentation Requirements**

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. If you wish to claim for any preference points, please read the employment application General Instruction page for additional information. If you have any questions, please contact the Recruitment Branch at 475-1141/1128/1120.

**Suitability Determination Form**

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

**Prohibition Pursuant to P.L. 28-98**

No person convicted of a 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.

**Examination Requirements**

A written test is not required. Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

---

## DATA CONTROL CLERK II

(Competitive Limited Term)

---

### Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his or her designee for all eligibles referred via certification.

### Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

### Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

### Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

### Police & Court Clearances Requirements

If selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

### Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2<sup>nd</sup> floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.

### For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1120. In addition, job announcements and job application forms are accessible through the Department of Administration's website at [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov). Also, job applications can be downloaded from [www.govguamdocs.com](http://www.govguamdocs.com) or you can email to [doajobs@doa.guam.gov](mailto:doajobs@doa.guam.gov) for additional information.

  
For: SHANE G. L. NGATA  
PERSONNEL SERVICES ADMINISTRATOR  
HUMAN RESOURCES DIVISION