

**ATTORNEY  
LEVEL 5  
(Managing Attorney)**

**DESCRIPTION OF WORK:**

Able to handle all levels of core assignments of that of a Level 1 through 4 attorneys.

Manages attorneys in a section or manages a legal program.

Manages, advises, trains and mentors attorneys, interns, and other employees.

Handles internal personnel and administration issues, resource management and case flow, and to an extent, budgetary issues for the division, section or legal program.

Provides key input into the development of policies and procedures for the management of the office.

Provides management, guidance and mentoring to attorneys and employees in a section or program on all matters including complex legal matters.

Plays key role in development of agency strategy, policy and plans for improvement.

**MINIMUM EXPERIENCE AND TRAINING:**

Eight (8) or more years of progressively responsible experience as a licensed attorney including one (1) year of supervising attorneys, or managing a legal program, and graduation from a law school accredited by the American Bar Association.

**NECESSARY SPECIAL QUALIFICATIONS:**

Possession of a current license to practice law in a state or territory of the United States and current certificate of good standing.

**NOTE:**

Please see the Supreme Court of Guam's Rules Governing Admission to the Practice of Law for those applicants not currently licensed to practice law on Guam.

**ESTABLISHED:**



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**EDDIE B. CALVO**  
**GOVERNOR OF GUAM**



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**BENITA A. MANGLONA, DIRECTOR**  
**DEPARTMENT OF ADMINISTRATION**

