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Government of Guam
Department of Administration
Human Resources Division
Job Announcement



Christine W. Baletto
Director
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DEPARTMENTAL COMPETITIVE EXAMINATION

To establish a list for the position of
ASSISTANT TREASURER OF GUAM

Area of Consideration: DEPARTMENT OF ADMINISTRATION

Announcement Number: DOA 177-17

Open: September 13, 2017

Close: September 27, 2017

Pay Grade:

OPEN: O -01; \$49,897 P/A –O-10; \$68,498 P/A

PROMOTION: O -01; \$49,897 P/A –O-18; \$87,943 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 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. For other inquires please visit Department of Administration website www.hr.doa.guam.gov

Who Can Apply

Only permanent, government of Guam employees from the department or agency as identified in the area of consideration above can apply. The appointing authority for the above department/ agency has identified this position as a career development opportunity for his/her employees pursuant to rule 4.101.A1

Qualification Requirements

Four (4) years of experience in the collection, disbursement and accounting of large sums of money, one (1) year of supervisory experience, and graduation from high school; or

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

Nature of work

This is administrative work involved in assisting the Treasurer of Guam in the management of the receipt, disbursement, investment and custody of funds.

Illustrative Examples of Work

Supervises and coordinates the activities of the Financial Management Division of the Department of Administration involving the receipt, disbursement, investment and custody of funds. Verifies and signs government of Guam checks accompanied by properly certified vouchers. Maintains a daily record of cash receipts, cancellations, returned items, transfers and disbursements of the General Fund; prepares daily cash analysis report from this record for proper distribution. Reviews dishonored checks and returned by the banks; redeposits checks returned the first time, and refers for cancellation of payment those considered uncollectable to the department/agency originally receiving credit. Distributes change funds and petty cash funds upon request, assuring that each replenishment report is preaudited and the availability of funds is properly certified. Maintains records of deposits and disbursements; reconciles monthly bank statements of various accounts maintained at different banks. Verifies that all U.S. Savings Bonds and bond registers meet the requirements set by the Federal Reserve Bank for validation, and prepares bond sales report. Maintains a record of all securities deposited with the Treasurer of Guam by insurance companies, banks, foreign exchange agencies and other similar institutions, as required by law. Prepares financial and administrative reports. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the principles and practices of bookkeeping. Knowledge of office practices and procedures. Ability to supervise the work of others. Ability to make arithmetic computations with accuracy and speed. Ability to make decisions in accordance with appropriate program guidelines. Ability to interpret and apply pertinent laws, rules, regulations and other program guidelines. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare financial reports.

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

ASSISTANT TREASURER OF GUAM (DEPARTMENTAL)

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

Written test 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.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his 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 Test Designated Positions (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 2nd 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 accommodation 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)475-1141/1128 or the Department of Labor, One Stop Career Center at (671) 475-6400. In addition, job announcements and job application forms are accessible to Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or email to doajobs@doa.guam.gov


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

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.