Who Can Apply
Open to all government of Guam employees and the public.

Qualification Requirements
Five (5) years of experience in the technical processing and enforcement of local or income tax returns 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 supervisory and technical work in the enforcement and administration of local taxes under the purview of the Business Privilege Tax Section of the Department of Revenue and Taxation. The employee in this class plans and administers the programs and activities of the Business Privilege Tax Section.

Illustrative Examples of Work
Plans and directs the receipt, collection and processing of all tax returns, forms, documents and other mailers related to the business privilege tax, use tax, hotel occupancy tax and other related local taxes. Keeps subordinates informed of changes in tax laws and regulations; interprets and explains tax laws, regulations, policies and other program guidelines; Participates in reviewing proposed revisions to laws, rules, regulations and policies and submits comments and suggestions. Evaluates operating procedures and program effectiveness and recommends/initiates changes to enhance operations; devices forms, report formats and other means to facilitate the work of the section. Participates in establishment of performance standards; recommends personnel actions; evaluates work performance of subordinates; counsels subordinates. Participates in ascertaining training needs; participates in serving as training instructor; recommends instructional help from other sources. Provides information, advice or assistance to taxpayers and the general public on the local tax laws, policies and regulations. Maintains records and prepares reports. Performs related duties as required.

Knowledge, Abilities & Skills
Knowledge of the tax laws under the enforcement purview of the Business Privilege Tax Branch of the Department of Revenue and Taxation. Knowledge of common business practices. Knowledge of data retrieval system related to automatic data processing. Knowledge of standard office practice. Ability to develop and supervise program activities and employees. Ability to interpret and apply pertinent tax laws, regulations and other program guidelines. Ability to analyze problems and recommend solutions. Ability to evaluate operational effectiveness and recommend and implement appropriate changes to enhance program. Ability to communicate effectively, orally and in writing. Ability to work effectively with employees and the public. Ability to maintain records and prepare reports.

Minimum Educational Requirements
All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of a certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job, pursuant to Public Law 29-113.

Documentation Requirements
To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification. For more information, please contact the Recruitment Branch at 475-1141/1120/1474.
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
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. OUR OFFICE WILL BE ACCEPTING APPLICATIONS ELECTRONICALLY. PLEASE EMAIL YOUR APPLICATION(S) TO: DOAJOBS@DOA.GUAM.GOV

For More Information
Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128. In addition, job announcements and employment application forms are accessible to download at Department of Administration's website at www.hr.doa.guam.gov. For further information, you may email doajobs@doa.guam.gov.

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.