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DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)

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DEPARTMENTAL COMPETITIVE EXAMINATION

To establish a list for the position of
REVENUE OFFICER III
Announcement Number: DOA 176-19

Area of Consideration: DEPARTMENT OF REVENUE & TAXATION

Open: December 20, 2019 Close: January 07, 2020

GENERAL PAY PLAN (GPP)
OPEN: K-01; \$33,911 P/A –K-10; \$46,553 P/A
PROMOTION: K-01; \$33,911 P/A –K-18; \$59,768 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

Five (5) years of experience in tax collection and assessment work 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 technical tax enforcement work involving the collection of delinquent Guam Territorial Income Taxes and Guam Business Privilege and Excise Taxes assessed and determined due and collectible under the Internal Revenue Code and the Government Code of Guam. Employees in this class are delegated the responsibility to oversee the work other of either the office or field collection force and provide technical guidance and assistance to subordinate officers, in addition to performing tax collection and enforcement work involving complex and highly sensitive issues. Work is performed with considerable latitude in the exercise of independent judgment and actions. Employees seek technical guidance from superior when difficult and unprecedented problems arise.

Illustrative Examples of Work

As office or field manager, makes work assignments and leads and guides the work of either the field or collection; explains work procedures, pertinent provisions of tax laws and other program requirements and guidelines; gives advice on the collection action or other administrative procedures to take when problems are encountered by subordinate officers; approves short periods of leave. Develops training modules, plans and materials; coordinates and conducts training. Conducts informal conferences to hear taxpayers' protests against assessments; researches issues raised and determines validity of complaint; obtains and evaluates financial statements; recommends offer in compromise or closing agreement as the case may be where necessary; advises taxpayer of alternative courses of action and recommends the most feasible to liquidate delinquent account at shortest possible time; seeks taxpayer's agreement to decision made in conference. Acts as cooperating Revenue Officer with Attorney General in cases under litigation, in matters of reorganization, liquidation, bankruptcy and probate; testifies in court as an expert government witness; acts as cooperating Revenue Officer with Criminal Investigation Division in cases under investigation. Reviews and conducts seizure actions; conducts public auctions to convert seized property into cash; attends court proceedings and hearings in matters of bankruptcy, probate and civil suits where the government is party in interest; attends marshall's sales, private, public auctions and bulk sales where the government's interest may be in jeopardy. Prepares periodic activity reports. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of tax collection and assessment processes, laws of evidence and judicial processes. Knowledge of general business practices. Knowledge of pertinent internal revenue laws and local laws, regulations, and precedents. Knowledge of collection and investigative techniques and methods. Ability to analyze balance sheets, profit and loss statements and other financial documents to ascertain the taxpayer's financial condition. Ability to lead the work of others. Ability to analyze or re-examine financial documents and case facts to ascertain the taxpayer's financial condition and determine the most productive collection procedure to follow. Ability to make decisions in accordance with program guidelines. Ability to explain pertinent provision of laws, regulations, procedures and other program guidelines to employees and the public. Ability to work effectively with employees and the public. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Skill in the safe operation of a motor vehicle.

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.

**REVENUE OFFICER III
DEPARTMENTAL COMPETITIVE EXAMINATION**

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 475-1141/1120/1174.**

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.**

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.



For: **MICHAEL W. SCHNIER**, Acting
ASSISTANT 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.