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**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
HUMAN RESOURCES DIVISION
(Dibision Inadilanto yan Guinaha Para Taotao)

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LOURDES A. LEON GUERRERO
Governor (Maga'håga)

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OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
SECRETARY II (TYPIST)
Announcement Number: DOA 170-19

Open: December 13, 2019 Close: January 06, 2020

GENERAL PAY PLAN (GPP)
OPEN: H-01; \$26,520 P/A –H-10; \$36,407 P/A
PROMOTION: H-01; \$26,520 P/A –H-18; \$46,742 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 inquiries please visit Department of Administration website www.hr.doa.guam.gov

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

One (1) year of secretarial experience (w/o shorthand) and completion of a one (1) year secretarial diploma course (w/o shorthand) from a recognized business college or comparable learning institution; or

Graduation from a recognized college or university with an Associate's degree in clerical studies (Secretary w/o shorthand); or

Three (3) years of typing and clerical experience, one (1) year of secretarial 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 complex secretarial work involving the full range of secretarial and office management duties and including several additional job requirements, but without shorthand skill requirements. Employees in this class usually work for a department head or large division or administrator in an office setting which is dynamic, requiring use of initiative and independent judgment such as in interpreting complex rules, regulation, and guidelines, and being responsible for involved and complex office management systems and practices. The work involves considerable knowledge of departmental activities, practices and procedures, and the application of these practices to a variety of individual situations. Employees relieve the superior of a variety of administrative details. Directions are usually received in the form of suggestions or general outline of objectives with instructions given on highly complex assignments or in unprecedented situations.

Illustrative Examples of Work

Develops and implements procedures for expediting the flow of clerical work through the executive's office. Types a variety of correspondence, reports, technical and scientific manuscripts, reports, and other materials. Reviews correspondence and other material prepared for the supervisor's signature for correct grammar, punctuation, and spelling; corrects or recommends changes. Functions as office manager; acts in liaison capacity for the executive for internal and external contracts; exercises discretion and judgment on minor administrative decisions. Maintains a variety of office records and reports; assists in the preparation of budget and summarizes, such as assembling and verifying budget data; collects and organizes data and material required for superior. Sorts mail delivered to the office and reads and routes it to the proper personnel; maintains and controls incoming and outgoing correspondence. Receives phone calls and office visitors; schedules meetings, conferences, and appointments for superior; handles various details on own initiative. May supervise a few clerical assistants. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of standard business English, spelling, punctuation, and grammar. Knowledge of secretarial practices and procedures. Ability to perform office management functions for a complex office, and to design or modify appropriate office practices, procedures and systems. Ability to use initiative and judgment in handling office matters for the supervisor. Ability to learn and apply organizational and procedural guidelines of the office. Ability to type technical reports, manuals, correspondence, and other material which involve corrections and insertions; and prepare finished copy in appropriate style, arrangement and format. Ability to exercise good judgment, courtesy, and tact in receiving callers, in giving and obtaining information, and in making proper disposition of problems. Ability to maintain records and prepare reports. Ability to work effectively with employees and the public. Ability to communicate effectively, orally and in writing. Skill in typing at a prescribed rate of speed.

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.

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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.