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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
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Lt. Governor (Sigundo Maga'låhi)

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of **WORD PROCESSING SECRETARY II** Announcement Number: DOA 31-21

Open: March 8, 2021 Close: March 26, 2021

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 inquires please visit Department of Administration website www.hr.doa.guam.gov

Application Submission

OUR OFFICE WILL BE ACCEPTING APPLICATIONS ELECTRONICALLY. EMPLOYMENT APPLICATION FORMS ARE ACCESSIBLE TO DOWNLOAD ON THE DEPARTMENT OF ADMINISTRATION'S WEBSITE AT WWW.HR.DOA.GUAM.GOV. PLEASE EMAIL YOUR APPLICATION(S) TO: DOAJOB@DOA.GUAM.GOV.

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Three (3) years of progressively responsible office clerical work requiring the operation of word processing user software or equipment, and one (1) year in typing or stenographic work and graduation from high school;

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 substantial operation of word processing user software or equipment. Employees in this class perform the full range of secretarial and office management duties usually serving as a secretary to a program administrator in a large and complex department/agency with many units and subdivisions and to an office Board. Commission or similar body or in a legal, judicial or comparable office requiring knowledge of specialized terminology, procedures and other requirements.

Illustrative Examples of Work

Develops and implements office management procedures, practices and systems. Takes and transcribes minutes of official meetings such as Boards, Commissions and Councils; prepares summary of meetings. Receives visitors or callers and provides information or channels complaints or inquires to proper sources; uses judgment in handling problems. Independently handles office details and prepares material for meetings for superior. Operates word processor, storing comprehensive information electronically and providing for text processing and other necessary operations; types memorandums, correspondence, reports, statistical papers and other materials; arranges materials in various formats using defined commands or defined machine codes to achieve a required effect; proofreads typed material in the video terminal and makes necessary corrections before the printing of document. Establishes and maintains various files for fast and easy maintenance and retrieval, using a display writer diskette or other appropriate devices; summarizes and prepares varied reports from information stored in the report pack or other similar devices. Keys in and stores on a diskette arithmetic instructions in the production of mathematical typing, such as budgets, financial reports, client bills and similar statistical material. Maintains records and prepares routine administrative reports. May supervise typing and clerical personnel. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of word processor capabilities. Knowledge of standard or appropriate specialized secretarial practices and procedures. Knowledge of standard business English, spelling, punctuation and grammar. Knowledge of appropriate specialized terminology relevant to the job. Ability to design or modify and implement appropriate office practices, procedures and systems. Ability to use initiative and judgment in handling office matters. Ability to interpret and apply pertinent organizational, procedural regulations and other work guidelines and requirements. 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 evaluate operational effectiveness and recommend/implement changes to improve effectiveness. Ability to work effectively with employees and the public. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare routine reports. Skill in the operation of word processing user software equipment. Skill in typing accurately at a prescribed rate of speed. Skill in transcribing a variety of oral dictation, such as official board or commission meetings and other standard and complex letters, reports or documents.

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.

WORD PROCESSING SECRETARY II OPEN 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. OUR OFFICE WILL BE ACCEPTING APPLICATIONS ELECTRONICALLY. PLEASE EMAIL YOUR EMPLOYMENT APPLICATIONS 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.



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.