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**DEPARTMENT OF
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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

LICENSE OFFICER II

Announcement Number: DOA16-24

Area of Consideration: REVENUE & TAXATION

Open: November 09, 2023 Close: November 24, 2023

GENERAL PAY PLAN (GPP)

OPEN: I-01; \$34,886 P/A – I-10; \$47,891 P/A

PROMOTION: I-01; \$34,886 P/A – I-18; \$61,487 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.gorf.com. For other inquiries please visit

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

Two (2) years of experience as a License Officer or closely related 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 complex technical work involved in the licensing and registration of business establishments, professionals and other organizations or associations and the administration of marriage licenses. Employees in this class perform the full range of complex licensing and registration work under the purview of the Business License Branch and often lead less experienced technical staff.

Illustrative Examples of Work

Processes license and registration applicants for domestic corporations, foreign corporations, off-island corporations, partnerships, associations, and joint venture agreements; reviews applications and all required documents, such as constitution and by-law, partnership agreements, articles of incorporation, and other related documents for completeness, accuracy and compliance with applicable laws and regulations. Reviews applications and documents for the registration of off-island corporations, insuring that all applicable requirements are met, such as the filing of certified copies to the article, managing agent of the corporate documents and related requirements according to the laws of applicable state and other documents related to the corporate structure. Reviews Trademarks, Copyright and Patents and other applicable documents for sufficiency in meeting requirements of local laws and regulations. Refers documents to the director of Revenue and Tax or to the Attorney General's Office for subsequent review and approval. Prepares license certificates for the Director's approval. Processes marriage license applications. Insures that all required documents are accurately completed and filed in accordance with applicable laws and regulations, accepts/waives application for marriage license and administers oath and authorized. Explains and interprets laws, regulations, procedures and other guidelines governing the licensing and registration of business establishments, professionals, non-profit organisations or association, marriage license and other functions of the License Branch to the public. Reviews and processes licenses for notary publics. Professional licensees such as for physicians, dentists, surgeons, boxers, for the Director's approval. Processes applications for Special Event Permits, insuring compliance with applicable laws and regulations. Prepares Service of Process relating to corporations to substantiate applicability under current laws and regulations. Compiles delinquent lists of all business establishments that failed to renew their licenses for further investigations. Recommends improvements to expedite or enhance processing and other work procedures. Maintains records and prepares statistical reports. Operates computer terminal adding machine and related office machines. Performs incidental typing work. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the business licensing and registration program. Knowledge of office practices and procedures. Knowledge of the various legal documents and forms required under the licensing purview of the License Branch of the Department of Revenue and Tax. Ability to interpret and apply license and registrations, procedures and other program requirements and guidelines. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Ability to operate standard office machines, including typewriter, adding machine.

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 475-1141/1128.**

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. In addition, persons who have applied for, or are seeking reemployment/reappointment in the government and previously had a non-negative drug test result must meet certain conditions to be re-drug tested for employment. For more information, see **DOA Circular 2023-014** located under the heading, "DOA HR Circulars", on the Resources page of the following website: www.hr.doa.guam.gov/resources.

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 9:00 a.m. – 4:00 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: DOAJOB@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.