



EDWARD M. BIRN
Director (Direktot)

ELIZABETH T. FISHER
Deputy Director (Sigundo Direktot)

DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION
(Dibision Inadilanto yan Guinaha Para Taotao)
Telephone (Telifon): (671) 475-1128/1141 • Fax (Faks): (671) 477-3671



LOURDES A. LEON GUERRERO
Governor (Maga'hôga)

JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'lâhi)

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of

CLERK III

Announcement Number: DOA102-24

Open: March 08, 2024 - Continuous

GENERAL PAY PLAN (GPP)

OPEN: E-01; \$25,736 P/A –E-10; \$35,330 P/A

PROMOTION: E-01; \$25,736 P/A –E-18; \$45,360 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

Open to all government of Guam employees and the public.

Qualification Requirements

Two (2) years of office clerical experience; or

Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Nature of work

This is complex and varied clerical work. Employees in this class perform several moderately complex substantive clerical transactions with involved procedures and steps performed in a variety of sequences. Work may involve leading subordinate clerical employees.

Illustrative Examples of Work

Receives telephone service orders for plant facility assignment; records all necessary information onto the connector record, line equipment record, and cable record; upkeeps terminal address and left-in station files; coordinates with Outside Plant and the Central Office of any facility changes, problems, or discrepancies on existing and new assignments; refers to cable distribution maps for reference and assistance in facilities locations; submits completed service order to Business Office. Establishes and maintains the large and complex files of the Processing and Records Section of the Retirement Fund consisting of active, inactive and refunded members files, cancelled check file, deceased members file, social security, and various registers and log books; locates records of and records any prior services of members for computation of actual government services; receives applications for membership; provides basic information on retirement benefits; may compute services for the Actuary Survey; may process refunds. Receives, records, deposits and disburses the school's activity fund, makes monthly status report of the activity fund; types requisition forms, maintains records of purchase orders, follows up on outstanding purchase orders; prepares payroll; receives and issues textbooks, workbooks and supplies to teachers, and conducts workbook/textbook inventory; takes breakfast and lunch collections and prepares reports for submission to Cafeteria Section, Business Office and the Treasurer of Guam. May lead the work of lower level clerical personnel. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of office practices and procedures. Ability to learn and apply complex rules, regulations and related guidelines. Ability to make arithmetic computations. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare routine reports. Ability to type and operate standard office machines may be required for certain assignments. Ability to lead the work of others may be required for certain assignments.

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 475-1141/1128.

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.

CLERK III OPEN COMPETITIVE EXAMINATION

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 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:** doa.jobs@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 doa.jobs@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.