

NATURE OF WORK IN THIS CLASS:

This position assists and advises the Chief Procurement Officer on all civil matters affecting the operations of the General Services Agency (GSA), except that the Office of the Attorney General is the representative of record in litigations.

The employee in this class is responsible for providing technical assistance to the Guam Procurement Advisory Council and shall assist with the preparation of any legislation, rules or regulations.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Counsels on government contracts and disputes, including bid protests, contract claims, investigations and disclosures, litigation and appeals.

Conducts legal research and prepares written analysis on relevant topics; briefs the Chief Procurement Officer on legal conclusions derived from comprehensive legal research.

Formulates and/or administers contracts; works on modifying existing contracts and takes corrective actions; handles contract claims and appeals.

Assists in GSA's response to bid protests; serves as counsel of record and leads in the development of strategy in bid protests

Prepares legislation, rules or regulations governing procurement and government contracts.

Performs other related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of procurement, government contracts, and environmental law.

Governance and legal jurisprudence.

Analytical mindset and problem-solving ability.

Ability to interpret and apply pertinent laws, regulations, and policies; and make decisions in accordance with appropriate program guidelines.

Ability to communicate clearly and concisely, orally and in writing.

Ability to work effectively with employees and the public.

Ability to maintain records and prepare reports.

Research, organizational, and leadership skills.

MINIMUM EXPERIENCE AND TRAINING:

Eight (8) or more years of progressively responsible experience as a licensed attorney including two years of substantive experience in procurement/government contracts law and some experience in environmental law, and graduation from a law school accredited by the American Bar Association.

NECESSARY SPECIAL QUALIFICATIONS:

1. Possession of a current license to practice law in a state or territory of the United States and current certificate of good standing; and
2. Authorization from the Guam Board of Law Examiners to practice temporarily (without admission to the Bar of Guam) pursuant to the special provisions for Government Attorneys (7GCA, Chapter 9, §§ 9A114 and 9A114A).

ESTABLISHED: November 2023


PAYGRADE: Level 4 (ATTY)

STATUTE: 5GCA, Chapter 5, § 5118

HAY EVALUATION:	KNOW-HOW:	F II 2	350
	PROBLEM SOLVING:	E 4 (43%)	152
	ACCOUNTABILITY:	E 3 C	175
	TOTAL POINTS		677

Edward M Birn
 Date: 2023-11-21
 T12:07:49-10:00

EDWARD M. BIRN, Director
 Department of Administration


 LOURDES A. LEON GUERRERO
 Governor of Guam