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(Dibision Inadilanto yan Guinaha Para Taotao)

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OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
CORRECTION OFFICER I

Announcement Number: DOA06-25

Open: October 31, 2024 - Continuous

LAW ENFORCEMENT PAY PLAN (LEPP)

OPEN: HL21-01; \$32,997 P/A –HL21-10; \$49,497 P/A

PROMOTION: HL21-01; \$32,997 P/A –HL21-20; \$69,820 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

Graduation from high school; or

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

Necessary Special Qualification

Possession a valid driver's license.

In addition to meeting the NSQs above, the following requirements must be verified upon job offer:

Must be a United States citizen or a resident who is legally authorized to work within the United States and its territories; Must be fingerprinted; Must not have been convicted in any civilian or military court of a felony, a crime involving moral turpitude, a crime of domestic or family violence, regardless of being pardoned or commuted by I Maga'låhen Guahan regarding such conviction; Must never have been dismissed for cause as a peace officer or resigned for the sole purpose of negating or averting a pending or anticipated disciplinary action; Must have good moral character as determined by a background investigation (verification of this NSQ will be required upon job offer); Must be free of any physical, emotional or mental conditions, which might adversely affect the performance of duty as a peace officer; Must pass an oral interview selection examination; Must submit to and pass a drug screening test, including but not limited to a urinalysis test; Must submit to psychological testing; and Must submit to and pass a polygraph examination.

Nature of work

This is routine correctional work involved in the custody and rehabilitation of inmates. Employees in this class perform routine correctional duties independently after initial training but work under closer supervision on a variety of more complex developmental assignments.

Illustrative Examples of Work

Stands watch in control room, gate or cell. Patrols campus grounds. Makes inmate counts and ensures constant surveillance of compound. Maintains visitation controls. Searches inmates and visitors entering and leaving the correctional campus. Reports all unusual incidents of units assigned. Assists in the supervision of inmates in housing units, recreation fields, work details and at other approved locations. May transport inmates to and from facility, hospital, court, work details and other approved destinations. Performs other related duties as required.

Knowledge, Abilities & Skills

Ability to learn and implement the methods and techniques used in supervising inmates. Ability to learn, interpret and enforce institutional policies, rules and regulations. Ability to maintain order and discipline in a penal institution. Ability to learn to operate a variety of institutional equipment and devices including firearms. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Skill in the safe operation of a motor vehicle

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 a 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.**

CORRECTION OFFICER I OPEN COMPETITIVE EXAMINATION

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 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 APPLICATION(S) 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.



Appointing Authority

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.