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# DEPARTMENT OF ADMINISTRATION

## DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)

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### OPEN COMPETITIVE EXAMINATION

## To establish a list for the position of INCOME TAX SERVICE SPECIALIST I

Announcement Number: DOA99-25

Open: February 21, 2025 - Close: March 14, 2025

GENERAL PAY PLAN (GPP)

OPEN: H-01; \$32,355 P/A –H-10; \$44,417 P/A

PROMOTION: H-01; \$32,355 P/A –H-18; \$57,026 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](http://www.ggrf.com). For other inquires please visit Department of Administration website [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov)

#### Who Can Apply

Open to all government of Guam employees and the public.

#### Qualification Requirements

Two (2) years of technical experience in work involving arithmetic computations and the application of technical regulations to determine liability, program eligibility, validity of claims or similar work; bookkeeping; or 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 technical and clerical work involving the receipt and preliminary examination of income tax and withholding tax returns. Employees in this class receive on-the-job training to gain technical subject matter knowledge during the normal on-the-job training period. The kinds of returns processed are simple individual Forms 1040. Employees verify and determine tax liability based on the taxpayer's entries on the returns. After the training period, the employees receive general instructions relative to work procedures and requirements, changes in policies and procedures, and interpretation of tax laws and regulations. Except for developmental assignments, employees work under minimum supervision.

#### Illustrative Examples of Work

Processes simple individual income tax returns, such as Form 1040A, 1040EZ and 1040 returns which utilize income averaging, credit for child and dependent care expenses, deduction for married couple when both work and other similar schedules; examines the returns for completeness of identifying information, required signatures and additional documents; verifies exemptions count and corrects if in error; checks for additional exemptions due to age or blindness; compares wages and withholding on Form W-2 with entries on returns; verifies the accuracy of entries on the returns; verifies the arithmetic accuracy of tax liability as determined by the taxpayer based on the information provided on the returns; corrects errors, initiating form error notices to taxpayers which show the additional tax to be assessed or the overpayment to be refunded. Initiates form notices to taxpayers for additional information or document needed. Helps taxpayers prepare simple standard individual income tax returns; explains the tax laws and regulations with respect to reporting and the processing procedures; gives out tax forms, schedules, instructions and related materials, responds to taxpayer inquiries in bills and notices issued by the Branch. Maintains withholding tax listings; computes and verifies tax computations; reconciles payments. Maintains records and prepares routines reports. Performs related duties as required.

#### Knowledge, Abilities & Skills

Knowledge of standard office practice. Knowledge of arithmetic. Ability to learn and apply tax laws and regulations governing the types of returns processed. Ability to learn and apply income tax processing and examination techniques and procedures. Ability to learn the use of the various tax forms and schedules. Ability to follow oral and written instructions. Ability to make decisions in accordance with program guidelines. Ability to work effectively with the public and employees. Ability to operate adding/calculating machines. Ability to communicate effectively, orally and in writing. Ability to maintain confidential information. Ability to maintain records and prepare reports.

#### 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 475-1141/1128/1132.

**INCOME TAX SERVICE SPECIALIST 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](http://www.hr.doa.guam.gov/resources).

**Police & Court Clearances Requirements**

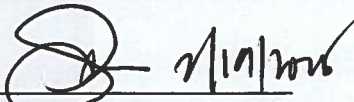
If selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will 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 2<sup>nd</sup> 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](mailto: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](http://www.hr.doa.guam.gov). For further information, you may email [doa.jobs@doa.guam.gov](mailto:doa.jobs@doa.guam.gov).

  
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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.**