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OPEN COMPETITIVE EXAMINATION

To establish a list for the position of **LATENT FINGERPRINT EXAMINER I**

Announcement Number: DOA188-25

Open: May 09, 2025 - Close: May 30, 2025

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.ggrf.com. For other inquiries 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 a recognized college or university with an Associate's degree in Criminal Justice, Forensic Science, Chemistry, Biology, or closely related field.

Necessary Special Qualifications

Must possess a valid Guam Driver's License.

Nature of work

This is entry level technical work involved in the analysis, comparison and evaluation of fingerprints and latent fingerprints recovered in criminal investigations and ten-print known subject comparisons.

Illustrative Examples of Work

Employees in this class perform routine duties after initial training and work under direct supervision on a variety of assignments, including latent print preparation, manual and digital image comparisons, operation of an Automated Fingerprint Identification System (AFIS); and other related duties as required by the Guam Police Department. Analyze, identify and classify fingerprints; assists in pattern interpretation to determine pattern type of each finger or palm; performs minutiae count. Code latent prints for entry into the AFIS. Operate and monitor biometric systems including AFIS and Live Scan equipment and software. Utilizes computer software related to digital/graphic imaging to facilitate the examination process of latent and known prints. Performs latent and ten-print searches and comparisons using automated and manual methods of research. Establishes and maintains a database of both ten-print and latent print, fingerprint records, reports and data. Provides assistance at crime scenes, accidents; attends autopsies to obtain prints to identify victim and/or suspects. Collect fingerprint impressions from parole/probation offenders for the Sex Offender Registry. Process evidence utilizing conventional fingerprint powders and chemicals to develop, locate and lift finger/palm prints left at crime scenes. Preserves and/or photographs latent print evidence to be used for comparisons with known inked impressions. Transports and handles investigative evidence according to established protocols to maintain chain of custody, prevent contamination and ensure integrity of evidence. Performs basic chemical, physical, and optical scientific techniques to locate physical evidence and to recover, compare and identify fingerprints in the laboratory. Prepare exhibits, photographs and evidence for trial and court hearings; prepares detailed written reports and testifies in court as required. May conduct oral presentations relative to the identification and comparison of ten-prints and latent prints to assist law enforcement officers and other interested parties. Perform related duties as required.

Knowledge, Abilities & Skills

Knowledge of technical law enforcement terminology. Knowledge of basic fingerprint classification and identification systems. Ability to operate a computer. Ability to pass a visual acuity test which includes the ability to recognize and identify similarities and differences between shade, degree or value of colors; good depth perception and field of vision. Ability to learn and develop skills related to making comparisons using fingerprints from both manual and automated systems; ability to see clearly using a handheld magnifier. Ability to learn and develop skills in collecting fingerprints from deceased persons in varying states of decomposition. Ability to learn the use of photographic equipment as applied to preparing photographic evidence. Ability to apply the methods and procedures in development, collection and preservation of fingerprint evidence. Ability to follow oral and written technical instructions, make accurate observations and work in a safe and prudent manner. Ability to communicate effectively orally and in writing; and maintain records and prepare reports. Ability to testify as an expert witness in court. Ability to read, understand and follow departmental policies, rules, instructions, laws and ordinances, including the Guam Police Department's General Orders, Special Orders and Unit Directives. Ability to establish and maintain effective working relationships with coworkers, police personnel, other forensic laboratories or law enforcement agencies, and the general public. 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 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.

LATENT FINGERPRINT EXAMINER I

OPEN COMPETITIVE EXAMINATION

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 475-1141/1128/1274.**

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

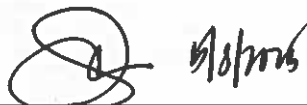
If selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will 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: DOAJOBS@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.



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.