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OPEN COMPETITIVE EXAMINATION

To establish a list for the position of

POLICE RECORDS CLERK I

Announcement Number: DOA192-25

Open: May 9, 2025 - Close: May 30, 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. 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

One (1) year of general clerical experience including typing, data entry, public contact work; and graduation from high school or a General Equivalency Diploma (G.E.D.); or

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

Necessary Special Qualification

Successful completion of a background investigation.

Nature of work

Employees in this class perform routine and repetitive general police clerical functions and duties related to the handling and processing of a variety of police records for the Guam Police Department under close supervision. Work involves the processing and keeping of varied police reports and records, review and intake, maintenance, discrimination and retrieval of documents for arrests, accidents, and criminal and non-criminal complaints.

Illustrative Examples of Work

Performs routine technical and clerical law enforcement support duties related to collecting, recording, maintaining, processing, editing and distributing confidential law enforcement data and information to police officers, investigators, outside departments/agencies and other interested parties, applying public records and privacy laws and policies in the release of information and documents. Retrieves, receives, reviews, processes and maintains a high volume of police data reports and records of criminal investigations, arrests, accidents, complaints and incidents. Maintains logbooks, all police blotters and other permanent documents of the Guam Police Department and stores them in compliance with the Department of Administration's retention schedule and storage policy. Reads, transcribes and disseminates information from a law enforcement computer database and other sources. Distributes and receives reports of investigative details to/from other public safety agencies. Creates, enters and retrieves information and data such as non-criminal and criminal cases, and arrests from automated law enforcement records systems including the Law Enforcement Records Management System (LERMS) and the Virtual Computerized Criminal History (VCCH). Process permit applications, collects fees, sets up files, enters information into computer system, receives and logs fingerprint cards. Processes gun registration and sex/drug/arson registrants, issues/receives appropriate forms, check appropriate information and maintains accurate records. Maintains records of all firearm identification cards both concealed and non-concealed and registration of weapons. Files, maintains, and searches criminal history files and furnishes authorized information to authorized persons. Conducts criminal history background checks and provides police clearances. Provide copies of criminal abstracts and traffic reports for customers. Matches case files with police reports and ensures all supplemental reports are included. Provide copies of reports to other law enforcement agencies. Assist police officers with obtaining case reports and records for court proceedings. Collects schedules fees for police clearances, police and traffic reports, firearm identification cards, and Guam identification cards. Acts as a Treasure Agent for the Treasurer of Guam; maintains appropriate ledgers, prepares and issues receipts for fees collected. Provides support in collecting data, systematically or manually, for special requests/ projects needed for the Police Department's operational and/or administrative needs. Respond to inquiries, complaints and concerns from the general public, internal customers and other departments/agencies. Provide courteous and expeditious customer service to police personnel, Government of Guam officials, other law enforcement personnel and the general public. Perform related duties as required.

Knowledge, Abilities & Skills

Knowledge of modern office practices, procedures and equipment. Knowledge of the record keeping and filing practice procedures both electronically and manual filing. Ability to learn and apply departmental policies, procedures, and regulations related to the maintenance, release and processing of police records, reports and information. Ability to use and apply basic law enforcement terminology. Ability to understand law codes, regulations, policies and procedures. Ability to comprehend guidelines established by FBI UCR standards and classifies crime data accordingly. Ability to enter data and/ or retrieve information on a law enforcement database such as the Law Enforcement Management Systems (LERMS) and the Virtual Computerized Criminal History (VCCH). Ability to type a wide variety of material documents and forms accurately and efficiently. Ability to maintain a high degree of confidentiality regarding law enforcement, arrest documents, investigations, dispositions, and all criminal history records. Ability to tactfully handle irate customers and maintain self-control. Ability to work effectively with the public and employees. Ability to communicate effectively both orally and in writing.

**POLICE RECORDS CLERK I
OPEN COMPETITIVE EXAMINATION**

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.**

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 9:00 a.m. – 4:00 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: DOAJOB@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.