



EDWARD M. BIRN  
Director (Direktot)

RENA K. BORJA  
Deputy Director (Sigundo Direktot)

# DEPARTMENT OF ADMINISTRATION

## DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION  
(Dibision Inadilanto yan Guinaha Para Taotao)

Telephone (Telifon): (671) 475-1288/1103 • Fax (Faks): (671) 477-3671



LOURDES A. LEON GUERRERO  
Governor (Maga'hága)

JOSHUA F. TENORIO  
Lt. Governor (Sigundo Maga'láhi)

### OPEN COMPETITIVE EXAMINATION

To establish a list for the position of

## TREASURY CASHIER

Announcement Number: DOA27-26

Open: March 27, 2026 – Close: April 16, 2026

### GENERAL PAY PLAN (GPP)

OPEN: G-01; \$30,169 P/A – G-10; \$41,417 P/A

PROMOTION: G-01; \$30,169 P/A – G-18; \$53,174 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

One (1) year of experience as a cashier or bank teller; or

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

#### Nature of work

This is moderately complex clerical work in receiving and accounting for money in the Government of Guam Treasurer's office. Employees in the class perform moderately complex clerical cashiering assignments involving monies received in the form of cash, check or money order from the general public for payment of power, utility telephone, housing, retirement, general funds, and related transactions.

#### Illustrative Examples of Work

Verifies change funds; received and records for over-the-counter payments in varied sums of money for taxes, licenses and registration fees, fines and penalties, power, telephone, and utility services from the general public; issues receipts and any change due to patrons. Validates and tallies official receipts from the various governmental departments and agencies. Receives, verifies, and processes other collection made from the various governmental departments and agencies. Posts data to proper account and periodically balances cash books. Posts checks in the posting machine. Verifies cash, checks, money order against field receipts. Balances cash receipts and prepares daily cash reports; balances general ledger daily on general fund. Prepares deposit slips for various government agencies e.g. GPA, PUAG, GTA, GHC, etc. for their respective bank accounts. Prepares daily revenue report for all other agencies. Distributes all kinds of checks such as payroll, retirement, public assistance, etc. Operates NCR cash register, typewriter, adding machine, NCR posting machine. May go to the bank for deposits. Performs related work as required.

#### Knowledge, Abilities & Skills

Knowledge of the various negotiable instruments used in everyday business transactions. Knowledge of office practices and procedures. Knowledge of the methods and procedures of receiving, depositing and accounting for cash transactions. Ability to accurately count money and tabulate receipts. Ability to work effectively with the public and employees. Ability to maintain records and prepare reports. Ability to operate NCR posting machine, NCR cash register, adding and calculating machines and typewriter. Skill in performing arithmetic computations and handling large volumes of cash bills.

#### 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 475-1141/1128/1274.**

#### 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

Passage of a written test administered by the Department of Administration is required. Applicants will be rated and ranked according to their experience, education and examination results. Additional information regarding the test and test schedule will be provided with the Notice to report for Examination which will be distributed or mailed out prior to the date of the written test.

## TREASURY CASHIER OPEN COMPETITIVE EXAMINATION

### **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 send a written notification to you explaining these requirements. You will have ten (10) calendar days from the date of your written notification to submit police and court clearances that are no older than one (1) month from the date of your written notification. The cost of the clearances is your responsibility. 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: [DOAJOB@DOA.GUAM.GOV](mailto: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](http://www.hr.doa.guam.gov). For further information, you may email [doajobs@doa.guam.gov](mailto:doajobs@doa.guam.gov).



Director of Administration

**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.**