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OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
REVENUE AGENT I
Announcement Number: DOA61-26
Open: May 08, 2026 – Continuous

GENERAL PAY PLAN (GPP)
OPEN: J-01; \$37,913 P/A – J-10; \$52,047 P/A
PROMOTION: J-01; \$37,913 P/A – J-18; \$66,821 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 a recognized college or university with a Bachelor's degree in accounting, business administration or related field, including or supplemented by (18) semester hours in intermediate/advance level accounting subjects.

Necessary Special Qualifications

Possession of a valid driver's license.

Nature of work

This is entry professional tax auditing work. Employees in this class perform routine professional tax auditing duties in the office and field independently after initial training, and work under closer supervision on a variety of more complex developmental assignments.

Illustrative Examples of Work

Conducts office and field examinations of tax documents, accounting books and statements, and legal records to determine tax liability. Conducts pre-audit analysis of simple income tax returns and documents and prepares audit work plans and a schedule of questions that would be used as guidelines during examination. Reviews and verifies taxpayer's records and related documents, consisting of receipts, cancelled checks, bank statements, accounting ledgers, journals and financial statements, legal documents, to ensure that all taxable income is reported and that only allowable deductions are deducted in the return; determines adjustments and precomputes tax liability. Researches tax issues in Tax Service Manuals, Tax Regulations, Court Decisions, and other guidelines. Discusses audit findings with taxpayer and/or his representative and attempts to secure agreement on any adjustments proposed, explaining the reasons and authority behind proposed adjustments. Advises taxpayer of appeal rights. Maintains records and prepares reports of case findings. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the principles and practices of accounting. Knowledge of common business practices and techniques. Ability to learn and apply tax auditing techniques and methods. Ability to learn, interpret, and apply tax laws, regulations, and other program guidelines. Ability to analyze tax returns and documents for irregularities and compliance with pertinent tax laws and regulations. Ability to make work decisions in accordance with program guidelines. Ability to maintain confidential information. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare audit 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 475-1141/1128/1271.**

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.

REVENUE AGENT I 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

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

Applicants may submit an employment application and any required documents for the position to DOAJOB@DOA.GUAM.GOV. **Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews. OUR OFFICE WILL ONLY BE ACCEPTING APPLICATIONS ELECTRONICALLY. EMPLOYMENT APPLICATION FORMS ARE ACCESSIBLE TO DOWNLOAD ON THE DEPARTMENT OF ADMINISTRATION'S WEBSITE AT WWW.HR.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.


Director of Administration

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