



**DEPARTMENT OF EDUCATION  
HUMAN RESOURCES DIVISION**

501 Mariner Avenue  
Barrigada, Guam 96913-1608  
Tel: (671) 475-0496  
www.gdoe.net



JON J.P. FERNANDEZ  
Superintendent of Education

ANTONETTE MUÑA SANTOS  
Administrator

The Department of Education is currently accepting job applications for the following position to ESTABLISH A LIST:

**OPEN-COMPETITIVE JOB ANNOUNCEMENT (NO. HRD-048-2018)**

**OFFICE AIDE (0.101) \***

**OPENING DATE:** August 20, 2018      **CLOSING DATE:** August 31, 2018

**SALARY:**      Pay Grade C – General Pay Plan (GPP)

Open:            Step 1-10, \$17,769.00 - \$24,393.00 Per Annum

Promotional:   Step 1-20, \$17,769.00 - \$31,318.00 Per Annum

**DUTY:**            Probationary/Permanent Full-Time Appointment

**LOCATION:**        FINANCE AND ADMINISTRATIVE SERVICES

**FUNDING:**        LOCAL

**We are an Equal Opportunity Employer**

**MINIMUM EXPERIENCE AND TRAINING** – No experience or training is required. The minimum knowledge, abilities and skills listed are required. **MINIMUM EDUCATION REQUIREMENT** - (Pursuant to Public Law 29-113), *Shall have a minimum requirement of a high school diploma or any equivalent of a general education high school program.*

**NATURE OF WORK IN THIS CLASS:** This is routine office support work; Employees in this class perform simple office support tasks of a routine or repetitive nature under close supervision. **ILLUSTRATIVE EXAMPLES OF WORK:** *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)* Addresses, stuffs and stamps envelopes; Sorts and distributes mail; receives and delivers messages; stamps and logs incoming and outgoing mail; Answers telephones and relays messages; acts as a receptionist and may handle callers at counters; Makes reproduction copies of documents and collates copies according to predetermined order; Perforates and files sorted material according to predetermined filing categories; Performs related duties as required. **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:** Ability to follow simple oral and written instructions; Ability to learn routine and repetitive office support tasks readily and to adhere to prescribed procedures; Ability to work effectively with the public and employees; Ability to learn to operate simple common office machines.

**EMPLOYMENT BENEFITS:** This is a permanent, full-time position under the Finance and Administrative Services. New hires serve a probationary period of at least six months. Satisfactory completion of the probationary period entitles the employee to permanent civil service status and protection. Benefits include: enrollment in the government's Retirement Fund system; group health and life insurance coverage; paid vacation and sick leave; and paid holidays. Full-time employment consists of 40 hours of regular work per week with 26 pay periods per year.

**APPLICATION SUBMISSION AND DEADLINE:** Employment applications may be obtained from our office, located at **Building-B, 501 Mariner Avenue, (Tiyan) Barrigada** or printed from the Department of Education's website at [www.gdoe.net](http://www.gdoe.net). Interested applicants must submit a completed "Employment Application" form to the **DEPARTMENT OF EDUCATION, Human Resources Division Office, on or before the application deadline.** Applications with supporting documents will be accepted up until **Friday, August 31, 2018** at the Human Resources Division Office, Room 103 between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. Please note that there are two types of DOE job applications – one for FCHPA Covered Positions and one for FCHPA Exempt Positions.

**\*FAIR CHANCES HIRING PROCESS ACT (FCHPA):** This is a **COVERED** position. Please complete a FCHPA Covered Position Job Application. For covered positions, employers must follow the Fair Chances Hiring Process (pursuant to P.L. 34-22) which prohibits employers from asking for criminal history information until a conditional job offer is given. **Under this job announcement, do not submit a police and/or court clearance report or answer questions regarding any criminal convictions until you have been offered a job. If you choose to submit these documents or answer criminal history questions at the time of application, you do so voluntarily.**

**FOR ADDITIONAL INFORMATION:** Please refer to the Employment Application General Instructions and Important Information Sheets, call 475-0496, and/or come to ~~the~~ <sup>and</sup> visit ~~our~~ <sup>our</sup> office.

**ANTONETTE MUÑA SANTOS,**  
Personnel Services Administrator