



DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION

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



ANTONETTE MUÑA SANTOS
Administrator

JON J.P. FERNANDEZ
Superintendent of Education

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

OPEN-COMPETITIVE JOB ANNOUNCEMENT (NO. HRD-049-2018)

CLERK TYPIST II (0.201) *

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

SALARY: Pay Grade E – General Pay Plan (GPP)

Open: Step 1-10, \$21,095.00 - \$28,959.00 Per Annum

Promotional: Step 1-18, \$21,095.00 - \$37,180.00 Per Annum

DUTY: Probationary/Permanent Full-Time Appointment

LOCATION: Any School

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING – One year of experience in typing and clerical work, and completion of courses in office practice and intermediate typing; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills. (Important: Please submit official or verified copies of education diploma, degree, or transcript with your job application.)

NATURE OF WORK: This is moderately complex typing and clerical work. Employees in this class type with accuracy material from copy that is of any kind of form (e.g. printed, typed, or handwritten narrative or other form, involving moderate changes). Employees produce a verbatim duplicate of the copy material involving no highly complicated spacing arrangements or foreign language or specialized vocabulary knowledge. Work requires the use of some judgement as to form, arrangement and spacing to be used. The employee receives detailed instructions regarding material to be typed in unusual cases. (Examples of work: Types letters, memoranda, reports, articles, statistical, and other material from copy or rough draft; cuts stencils. Maintains records concerning purchase orders and requisitions; prepares payroll. Checks computation for accuracy and makes moderately complex or varied calculations, adjustments and tabulations; prepares statistical summaries. Fills out, types, and processes a variety of involved forms and records; reviews and types personnel action forms. Answers telephone; greets visitors; gives out general information and/or directs inquiries to appropriate personnel. Logs correspondence, reports, and other material showing source, destination and other identifying information. Performs related duties as required.).

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS: Ability to type at a prescribed rate of speed. Knowledge of standard office practices and procedures and equipment. Ability to organize and type reports, correspondence and other material in appropriate format and style, and to make moderately involved changes. Ability to work effectively with the public and employees. Ability to understand and follow moderately complex oral and written instructions. Ability to maintain records. Proficiency in English, spelling, punctuation and grammar.

EMPLOYMENT BENEFITS: This is a permanent, full-time position for any school. 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-A, 501 Mariner Avenue, Barrigada** or printed from the **Department of Education's website at 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 **August 31, 2018** at the Human Resources Division Office 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 an 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 by and visit our office.


ANTONETTE MUÑA SANTOS,
Personnel Services Administrator


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