



**DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION**

501 Mariner Avenue
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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-066-2019)

CLERK III (0.142)*

OPENING DATE: September 9, 2019 CLOSING DATE: September 20, 2019

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 – Two years of office clerical experience; 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 complex and varied clerical work. Employees in this class perform several moderately complex substantive clerical transactions with involved procedures and steps performed in a variety of sequences. Work may involve leading subordinate clerical employees. (Illustrative examples of work: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.) Receives telephone service orders for plant facility assignment; records all necessary information onto the connector record, line equipment record, and cable record; upkeeps terminal address and left-in station files; coordinates with Outside Plant and the Central Office on any facility changes, problems, or discrepancies on existing and new assignments; refers to cable distribution maps for reference and assistance in facilities locations; submits completed service order to Business Office. Establishes and maintains the large and complex files of the Processing and Records Section of the Retirement Fund consisting of active, inactive and refunded members files, cancelled check file, deceased members file, social security, and various registers and log books; locates records of and records any prior services of members for computation of actual government services; receives applications for membership; provides basic information on retirement benefits; may compute services for the Actuary Survey; may process refunds. Receives, records, deposits and disburses the school's activity fund, makes monthly status report of the activity fund; types requisition forms, maintains records of purchase orders, follows up on outstanding purchase orders; prepares payroll; receives and issues textbooks, workbooks and supplies to teachers, and conducts workbook/inventory; takes breakfast and lunch collections and prepares reports for submission to Cafeteria Section, Business Office and the Treasurer of Guam). **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:** Knowledge of office practices and procedures. Ability to learn and apply complex rules, regulations and related guidelines. Ability to make arithmetic computations. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare routine reports. Ability to type and operate standard office machines may be required for certain assignments. Ability to lead the work of the others may be required for certain assignments.

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-B, 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 **September 20, 2019** 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