

JON J.P. FERNANDEZ
Superintendent of Education

**DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION**

501 Mariner Avenue
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www.gdoe.net



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-043-2019)

SECRETARY II (TYPIST)(0.207) *
(Limited-Term Full-Time)

OPENING DATE: April 17, 2019 **CLOSING DATE:** May 1, 2019

SALARY: *Pay Grade H – General Pay Plan (GPP)*
 Open: **Step 1, \$26,520.00 Per Annum**

DUTY: **Limited-Term Full-Time Appointment**

LOCATION: **Southern High School**

FUNDING: **Local**

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING - (A) One year of secretarial experience (w/o shorthand) and completion of a one-year secretarial diploma course (w/o shorthand) from a recognized business college or comparable learning institution; or (B) Graduation from a recognized college or university with an Associate's degree in clerical studies (Secretary w/o shorthand); or (C) Three years of typing and clerical experience, one year of secretarial experience and graduation from high school; or (D) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

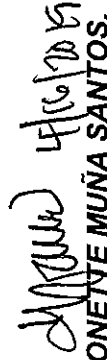
NATURE OF WORK IN THIS CLASS: This is complex secretarial work involving the full range of secretarial and office management duties and including several additional job requirements, but without shorthand skill requirements; Employees in this class usually work for a department head or large division or administrator in an office setting which is dynamic, requiring use of initiative and independent judgment such as in interpreting complex rules, regulation, and guidelines, and being responsible for involved and complex office management systems and practices. The work involves considerable knowledge of departmental activities, practices, and procedures and the application of these practices to a variety of individual situations. Employees relieve the superior of a variety of administrative details. Directions are usually received in the form of suggestions or general outline of objectives with instructions given on highly complex assignments of in unprecedented situations. **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.) Develops and implements procedures for expediting the flow of clerical work through the executive's office; Types a variety of correspondence, reports, technical and scientific manuscripts, reports, and other materials; Reviews correspondence and other material prepared for the supervisor's signature for correct grammar, punctuation, spelling, corrects or recommends changes; Functions as office manager, acts in liaison capacity for the executive for internal and external contracts; exercises discretion and judgment on minor administrative decisions; Maintains a variety of office records and reports; assists in the preparation of budget and summaries, such as assembling and verifying budget data; collects and organizes data and material required for superior; Sorts mail delivered to the office and reads and routes it to the proper personnel; maintains and controls incoming and outgoing correspondence; Receives phone calls and office visitors; schedules meeting, conferences, and appointments for superior; handles various details on own initiative; May supervise a few clerical assistants; Performs related duties as required. **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:** Knowledge of standard business English, spelling, punctuation, and grammar; Knowledge of secretarial practices and procedures; Ability to perform office management functions for a complex office and to design or modify appropriate office practices, procedures and systems; Ability to use initiative and judgment in handling office matters for the supervisor; Ability to learn and apply organizational and procedural guidelines of the office; Ability to type technical reports, manuals, correspondence, and other material which involve corrections and insertions; and prepare finished copy in appropriate style, arrangement and format; Ability to exercise good judgment, courtesy, and tact in receiving callers, in giving and obtaining information, and in making proper disposition of problems; Ability to maintain records and prepare reports; Ability to work effectively with employees and the public; Ability to communicate effectively, orally and in writing; Skill in typing at a prescribed rate of speed.

EMPLOYMENT BENEFITS: This is a limited-term, full-time position. 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**. 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 **Wednesday, May 1, 2019** 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 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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