



JUDICIARY OF GUAM

Administrative Office of the Courts

Human Resources Office

Guam Judicial Center · 120 W O'Brien Drive · Hagatna, GU 96910

Telephone: (671)475-3399/3422/3239/3329 · Facsimile: (671) 477-3184



Katherine A. Maraman
Chief Justice

Alberto C. Lamorena III
Presiding Judge

John O. Lizama
Administrator of the Courts

Barbara Jean T. Perez
Human Resources Administrator

OPEN/PROMOTIONAL JOB ANNOUNCEMENT TO ESTABLISH A LIST OF CERTIFIED ELIGIBLES

POSITION TITLE: DATA ENTRY CLERK	ANNOUNCEMENT NO. 48-2019
DEPARTMENT: SUPERIOR COURT DIVISION: COURTS & MINISTERIAL	TYPE OF ANNOUNCEMENT: FULL-TIME PERMANENT APPOINTMENT
PAY GRADE: GPP-D-1 thru GPP-D-18 SALARY: \$19,040.00 thru \$33,558.00	APPLICATION WILL BE ACCEPTED FOR THE PERIOD: OPENS: FEBRUARY 26, 2019 CLOSES: MARCH 12, 2019

NATURE OF WORK

Under the direction of an assigned supervisor, an incumbent of this class would perform routine clerical work which involves entering data from a variety of source documents into a computer using a keyboard.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

- Knowledge of English language and basic information processing.
- Ability to prepare simple entry format according to prescribed instructions.
- Ability to maintain an acceptable speed and accuracy in data entries.
- Ability to follow oral or written instructions, read and understand information processing from varied source documents.
- Ability to operate a standard computer keyboard and related equipment.
- Ability to retrieve data files in a systematical procedure.
- Ability to communicate effectively, orally and in writing.
- Ability to work effectively with other employees and the general public.

MINIMUM EXPERIENCE AND TRAINING

Graduation from high school or acquired General Educational Development (G.E.D.) Diploma/Certificate.

RATING AND SELECTION FACTORS

Candidates will be considered and selected based on merit without discrimination because of age, disability, equal pay/compensation, genetic information, harassment, national origin, pregnancy, race/color, religion, retaliation, sex, sexual harassment and any other classification protected by law. Evaluation will be based on the candidate's education, experience, and training as evidenced in the submitted application for employment form.

EXAMINATION REQUIREMENTS

A written test is not required. Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of training, education and experience in relation to the minimum requirements of the position.

INTERVIEWING PROCEDURES

A personal interview or interview by telephone (if off-island) will be coordinated by the Human Resources Office for all eligible's referred via certification.

PROHIBITION PURSUANT TO P.L. 28-98


No person convicted of 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.

DRUG SCREENING

Applicants selected for employment with the Judiciary of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Testing Designated Positions (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

"The Judiciary of Guam is an equal opportunity provider and employer."

WORK ELIGIBILITY	When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as a condition of employment.
EMPLOYMENT MEDICAL EXAMINATION	All applicants accepting employment must undergo a medical examination and be declared by a physician as capable of performing the duties of the position within six (6) months from date of hire.
VETERAN'S PREFERENCE	Applicants claiming veteran's preference are required to provide a copy of their DD-214 (military discharge form). Those claiming compensable disability are required to provide a copy of a letter from the Veteran's Administration.
DISABILITY PREFERENCE	Title 4 Guam Code Annotated §4104 provides for five (5) preferential points for applicants who are residents of Guam and are physically or mentally impaired, but are physically and mentally able to perform efficiently and safely the duties of the job being applied for. Applicants claiming points for disability preference must submit a Certification of Disability from the Department of Integrated Services for Individuals with Disabilities, Division of Vocational Rehabilitation.
EDUCATION	All applicants must provide proof of acquired education by submitting a copy of his/her high school diploma or General Education Development (G.E.D.) or college diploma and/or official transcripts.
POLICE AND COURT CLERANCE REQUIREMENTS	Police and Court Clearances are required upon selection and conditional offer of employment.
WHERE TO APPLY	Applicants can obtain and must submit an "Application for Employment" form to: Human Resources Office, Judiciary of Guam, Guam Judicial Center, 120 West O'Brien Dr. Hagatna, Guam 96910. The Application for Employment form is also available on the Judiciary of Guam's website at www.guamcourts.org.
FOR MORE INFORMATION	For additional information, please call the Human Resources Office at 475-3399/3329/3422.
AMERICANS WITH DISABILITIES ACT (ADA) & EQUAL EMPLOYMENT OPPORTUNITY (EEO)	<p>The Judiciary of Guam complies with the Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Individuals with disabilities requiring special accommodations or assistance should contact Ms. Linette M. Perez, Program Coordinator IV, at 475-3374 or via email at lmpez@guamcourts.org prior to any scheduled examinations or interviews.</p> <p>In accordance with the Judiciary's EEOP Utilization Report, as approved by the U.S. Department of Justice, Office for Civil Rights, applicants may obtain a copy of the Utilization Report from the EEO Office upon request.</p>


JOHN Q. LIZANIA
 Administrator of the Courts