



GUAM COMMUNITY COLLEGE
JOB ANNOUNCEMENT
“OPEN COMPETITIVE”

GUAM COMMUNITY COLLEGE IS ACCEPTING APPLICATIONS TO ESTABLISH A LIST:

POSITION TITLE: <p style="text-align: center;">MESSENGER CLERK</p>	ANNOUNCEMENT NUMBER: JA#043-19 POSITION STATUS: Permanent/Full-Time
SALARY: Pay Grade: D Open: 1-7; \$19,040 – \$23,800 per annum Promo: 1-18; \$19,040 – \$33,558 per annum	OPENING DATE: <p style="text-align: center;">December 19, 2019</p>
DIVISION: <p style="text-align: center;">FINANCE AND ADMINISTRATION</p>	CLOSING DATE: <p style="text-align: center;">January 03, 2020</p> <p style="text-align: center; font-size: small;">5:00 p.m. (GMT +10:00) Guam, Port Moresby</p>

MINIMUM EXPERIENCE AND TRAINING:

No experience or training is required. Minimum knowledge, abilities and skills listed are required.

NECESSARY SPECIAL QUALIFICATION: Possession of a valid driver’s license.

SELECTIVE FACTOR: Arduous work (Bending; lifting 25 pounds or more; and walking long distances).

PLUS PURSUANT TO Guam P.L. 31-254:

All new employment in the service of the Government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in specialized field required for the job.

NATURE OF WORK IN THIS CLASS:

This is routine clerical work which involves the operation of a motor vehicle in the delivery and pick up of official documents, correspondence, supplies and other items.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Delivers and picks up mail and other official correspondence, documents, or supplies, using a motor vehicle.

Operates the postage meter; records postages used.

Logs all items received and delivered.

Logs mileage traveled in the operation of a government vehicle for record purposes.

May file material in established files according to predetermined classification.

May perform simple inventory of office supplies and equipment.

May operate typewriter or other standard office machines.

Performs related work as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to learn office practices and procedures.

Ability to follow oral and written instructions,

Skill in the safe operation of a motor vehicle.

WHO SHOULD APPLY:

Open to the public and Government of Guam employees.

HOW AND WHERE TO APPLY:

Applicants must submit an "Application for Employment" form to the GCC Human Resources Office, Suite 2112/2113, Student Services & Administration Building, by 5:00 p.m., of the deadline. Applications are also available online at www.guamcc.edu. For more information visit the Human Resources Office, Suite 2112 & 2113, Student Services & Administration Building, email us at hrjobs@guamcc.edu or call (671) 735-5537/38.

IMPORTANT INFORMATION:

Public Law 99-0603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide any one or a combination of the following and/or other documents as may be required: Original Birth Certificate; U.S. Passport; Naturalization Card; Alien Registration Card with photograph; original Social Security Card; or other proof of work eligibility.

VETERANS PREFERENCE:

Applicants claiming veteran's preference are required to provide Proof of Eligibility for Veterans Preference Credit. Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration.

EDUCATION:

Applicants claiming degrees or credit hours are **required** to provide a copy of their college transcript. Transcripts from institutions outside of the U.S. **must be** accompanied by a **Comprehensive Course-by-Course Report** by a National Association of Credential Evaluation Services (NACES) member organization www.naces.org.

PRE-EMPLOYMENT MEDICAL EXAMINATION AND TUBERCULOSIS TESTING:

All applicants accepting employment with Government of Guam-Guam Community College must take and pass a pre-entry Physical Examination and Tuberculosis Testing as a condition of continued employment. Expenses for the physical/medical examination and tuberculosis test must be paid for by the applicant.

APPROVED BY



Mary A.Y. Okada, Ed.D.

or **President**

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