



JUDICIARY OF GUAM



Administrative Office of the Courts

Human Resources Office

Guam Judicial Center · 120 W O'Brien Drive · Hagatna, GU 96910
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Katherine A. Maraman
Chief Justice

Alberto C. Lamorena III
Presiding Judge

John Q. Lizama
Administrator of the Courts

Barbara Jean T. Perez
Human Resources Administrator

OPEN/PROMOTIONAL JOB ANNOUNCEMENT TO ESTABLISH A LIST OF CERTIFIED ELIGIBLES (BFOQ- FEMALE ONLY)

POSITION TITLE:		ANNOUNCEMENT NO. 70-2019
PROBATION SERVICES ASSISTANT		TYPE OF ANNOUNCEMENT: FULL-TIME PERMANENT APPOINTMENT
DEPARTMENT:	SUPERIOR COURT	APPLICATION WILL BE ACCEPTED FOR THE PERIOD:
DIVISION:	PROBATION SERVICES	
PAY GRADE:	GPP-G-1 thru GPP-G-18	OPENS: AUGUST 20, 2019
SALARY:	\$24,729.00 thru \$43,585.00	CLOSES: SEPTEMBER 3, 2019

**BONA FIDE
OCCUPATIONAL
QUALIFICATION
(BFOQ)**

The "Female Only" requirement for this position has been determined to be a necessary occupational qualification based on the Urinalysis Collection Program Standard Operating Procedures of a two member team collection wherein the collector and observer must be of the same gender as the client.

NATURE OF WORK

This is semi-routine technical work in performing presumptive drug tests for court ordered clients after undergoing a period of job orientation, training and certification.

An employee in this class works closely with probation officers in updating the case management record system.

**MINIMUM
KNOWLEDGE,
ABILITIES, AND
SKILLS**

- Knowledge of the processes and procedures involved in presumptive drug tests.
- Knowledge in the use of a computer system and of automated data entry and files management.
- Knowledge of general office practices and procedures.
- Ability to learn the techniques and processes in conducting and interpreting preliminary drug tests to court clients.
- Ability to interpret and apply rules, regulations, and procedures pertaining to the drug testing program and probation intake policies.
- Ability to interview clients prior to administration of a drug test and in updating the case management system.
- Ability to adhere to strict confidentiality issues on client records and information.
- Ability to understand and follow oral and written instructions in detail.
- Ability to prepare and compile accurate reports and maintain records.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively, orally and in writing.

**MINIMUM
EXPERIENCE AND
TRAINING**

Graduation from high school and one (1) year work experience in filing, typing and maintaining records.

**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 eligibles 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.
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 CLEARANCE REQUIREMENTS	Police and Court Clearances are required upon selection and conditional offer of employment.
WHERE TO APPLY	Applicants can obtain and <u>must</u> 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.
AMERICANS WITH DISABILITIES ACT (ADA) & EQUAL EMPLOYMENT OPPORTUNITY (EEO)	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 lperez@guamcourts.org prior to any scheduled examinations or interviews. 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.
FOR MORE INFORMATION	For additional information, please call the Human Resources Office at 475-3399/3329/3422 or email hr@guamcourts.org .


JOHN Q. LIZAMA
Administrator of the Courts