



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

POSITION TITLE:	ANNOUNCEMENT NO. 64-2019
PROBATION OFFICER I	TYPE OF ANNOUNCEMENT: FULL-TIME PERMANENT APPOINTMENT
DEPARTMENT: SUPERIOR COURT DIVISION: PROBATION SERVICES	APPLICATION WILL BE ACCEPTED FOR THE PERIOD:
PAY GRADE: LL04-01 thru LL04-20 SALARY: \$37,128.00 thru \$78,559.60	OPENS: FEBRUARY 26, 2019 CLOSES: MARCH 12, 2019

NATURE OF WORK

This is professional entry level probation work which involves performing moderate complex casework services to the court in its deliberations and decisions concerning the supervision, incarceration, or rehabilitation of adult criminal and/or juvenile offender clients.

Initially, an employee of this class will undergo a period of job orientation and training and would then perform and carry out their duties and responsibilities under the supervision guidance by his/her section supervisor or senior level probation officer as assigned. Employees of this class perform casework services of less complex cases.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

- Knowledge of corrections, rehabilitation concepts and alternative treatment programs for juvenile and adult offenders.
- Knowledge of the principles, methods, and techniques of investigative work and related law enforcement practices.
- Working knowledge of human behavior, both individual and group.
- Ability to learn and apply practices and processes of probation work in accordance with statutes, guidelines and other regulations.
- Ability to learn, plan and evaluate the function of client supervision.
- Ability to collect, analyze and investigate report material.
- Ability to communicate effectively orally and in writing.
- Skilled in the safe operation of a motor vehicle.
- Skilled and proficient in the use of firearms and techniques of officer survival.

MINIMUM EXPERIENCE AND TRAINING

Graduation with a Bachelor's degree from a recognized college or university in the Criminal Justice or Behavioral Science field.

1. Possession of a valid driver's license.
2. Possession of a valid Firearms Identification Card.
3. Successful completion and passing of the P.O.S.T. Physical Fitness Requirement Testing, P.L. 34-136.

P.O.S.T. Requirements: Chapter 3, Title 27, Guam Administrative Rules & Regulations

NECESSARY SPECIAL QUALIFICATION

1. All applicants must provide proof of satisfactorily passing an exam or course evidencing proficiency in reading and writing in English administered by an institution recognized or sanctioned by the P.O.S.T. Commission.
2. An official transcript from an accredited college or university (i.e. University of Guam or Guam Community College) that reflects passing grades for the required courses or the passing results of an English Reading or Writing Placement Test administered by an accredited college or university. All associated fees are the responsibility of the applicant taking the required courses or placement test.

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.

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

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.
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	For law enforcement positions, a current police and court clearance is required.
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 lperez@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 O. LIZAMA
 Administrator of the Courts