



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 Q. Lizama
Administrator of the Courts

Barbara Jean T. Perez
Human Resources Administrator

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

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| POSITION TITLE: PROBATION OFFICER II | ANNOUNCEMENT NO. 65-2019 |
| DEPARTMENT: SUPERIOR COURT DIVISION: PROBATION SERVICES | TYPE OF ANNOUNCEMENT: FULL-TIME PERMANENT APPOINTMENT |
| PAY GRADE: ML04-01 thru ML04-20 SALARY: \$40,149.20 thru \$84,953.40 | APPLICATION WILL BE ACCEPTED FOR THE PERIOD: OPENS: FEBRUARY 26, 2019 CLOSES: MARCH 12, 2019 |

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

NATURE OF WORK

Under the direction of the Probation Officer Supervisor or senior officer as assigned, employees in this class perform the full range of moderate to complex probation work to include exercising independent judgement and action, but in accordance with laws, rules, regulations and court policies and procedures.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

- Knowledge of the modern principles, practices and methods of probation administration and related court procedures.
- Knowledge of corrections, rehabilitation concepts and alternative treatment programs for juvenile and adult offenders.
- Knowledge of individual and group behavior.
- Knowledge of the principles and practices of social casework.
- Knowledge of local statutes affecting adult and juvenile probation work as well as policies and procedures governing the functions of probation services.
- Ability to establish and maintain satisfactory working relationships with fellow probation officers, judges, representatives from social and law enforcement agencies.
- Ability to maintain records and make oral and written reports.
- Ability to establish and maintain effective relationships with clients and families from a variety of ethnic and cultural backgrounds.
- Skilled in interviewing and evaluating people who are socially and emotionally maladjusted.
- Skilled in determining appropriate conditions of probation and the ability to apply effective probation supervision program for clients.
- 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 from a recognized college or university with a Bachelor's degree in Criminal Justice or Behavioral Science field, plus two (2) years of work experience in the probation, parole or social service field.

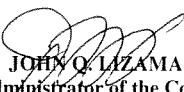
1. Possession of a valid driver's license.
2. Possession of a valid Firearms Identification Card.
3. Successful completion and passing of the P.O.S.T. Physical Fitness Requirement Testing, P.L. 34-136.

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.

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| 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. |
| 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 lmperetz@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. LIZAMA
 Administrator of the Courts

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