



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 O. Lizama
 Administrator of the Courts

Barbara Jean T. Perez
 Human Resources Administrator

JOB ANNOUNCEMENT

POSITION TITLE:	ANNOUNCEMENT NO. 140-2019
SENIOR SYSTEMS PROGRAMMER	TYPE OF ANNOUNCEMENT: UNCLASSIFIED APPOINTMENT
DEPARTMENT: ADMINISTRATIVE OFFICE OF THE COURTS	APPLICATION WILL BE ACCEPTED FOR THE PERIOD:
DIVISION: MANAGEMENT INFORMATION SYSTEMS	
PAY GRADE: GPP-P-1 thru GPP-P-18	
SALARY: \$55,488.00 thru \$97,798.00	
	OPENS: FEBRUARY 26, 2019 CLOSES: MARCH 12, 2019

NATURE OF WORK

Under the general direction of the Management Information Systems (MIS) Administrator, the incumbent would oversee all systems and network technology efforts supported by the Judiciary of Guam. An employee of this class would perform duties to manage all systems and networking applications. Updated Systems Scope of Work: Duties will include creating and modifying systems programs through conversions of project requirements into code. Individual would also be required to perform the full scope of IT work related to application analysis, design and programming functions.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

- Knowledge of NT 4.0 Routers, Authentication Servers, NT SMS, NT Policy Files, NT Registry, Fast Ethernet Switches and Remote Access Servers. Updated Systems: Knowledge of SQL Server, SQL Management Studio & Microsoft Visual Studio 2010.
- Knowledge of TCP/IP protocol, ports and OSI model.
- Knowledge of NT Domain Server and Domain Name Server technologies and principles.
- Knowledge of Internet and Intranet web server and Ethernet switching technologies and principles.
- Knowledge of Local and Wide Area Network technologies and principles.
- Knowledge of client server hardware repair and installation.
- Knowledge of authentication and operating systems technologies and principles.
- Knowledge of systems maintenance backup and recovery technologies and principles.
- Knowledge of relational database management technologies and principles.
- Knowledge of hardware repair and trouble shooting.
- Ability to develop network architecture diagrams.
- Ability to prepare clear, detailed programs of instruction for systems work to be performed.
- Ability to develop process flow and data models.
- Ability to communicate effectively and delegate work assignments to technical personnel.
- Ability to learn and apply the administrative reporting or statistical systems commonly used by court managers and supervisors.
- Ability to maintain records and prepare reports, define problems, collect data, establish facts, and draw valid conclusions.
- Ability to work effectively with judiciary personnel and the public.
- Skill in application design, programming and systems software.

PREFERRED EXPERIENCE AND TRAINING

- (A) Graduation from a recognized college or university with a Bachelor's degree in Computer Science, Information Science or closely related field plus five (5) years of progressive work experience in computer systems programming; or
- (B) Graduation from a recognized college or university with an Associate's degree in Computer Science, Information Science or closely related field plus six (6) years and six (6) months progressive work experience in computer systems programming; or
- (C) Any equivalent combination of experience and training which provides the knowledge, abilities and skills required for the position as acceptable by the appointing authority.

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.
INTERVIEW PROCEDURES	For applicants who are off-island, interview via teleconferencing will be coordinated by the Human Resources Office.
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	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 lmpercz@guamcourts.org prior to any scheduled examinations or interviews.</p> <p>In accordance with the Judiciary's EEO 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