



OFFICE OF THE ATTORNEY GENERAL

Government of Guam
Administration Division
590 S. Marine Corps Drive, Ste. 901
Tamuning, Guam 96913

Elizabeth Barrett-Anderson
Attorney General of Guam

Jacqueline Z. Cruz
Chief of Staff

JOB ANNOUNCEMENT

To establish a list for the position of
PROCESS OFFICER II
(Position Code No. 4.306)

PAY GRADE/SALARY

OPEN: J-01, \$31,076 P/A - J-10, \$42,661 P/A
PROMOTION: J-01, \$31,076 P/A - J-18, \$54,771 P/A

ANNOUNCEMENT NO. AG18-JA27

AREA OF CONSIDERATION: OPEN

APPLICATIONS WILL BE ACCEPTED FOR THE PERIOD:
OPENS: October 4, 2018
CLOSES: Continuous

QUALIFICATION REQUIREMENTS	A) One (1) year of experience as a Process Officer I and two (2) years of clerical experience in a legal office or equivalent work; or B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.
NECESSARY SPECIAL QUALIFICATIONS	A) Possession of a valid firearm's permit. B) Possession of a valid driver's permit.
NATURE OF WORK	Serves court orders and other legal documents. Employees in this class perform complex service processing work and may lead the work of others.
ILLUSTRATIVE EXAMPLE OF WORK	Participates and may lead the work of lower level employees in service processing work. Locates difficult persons to be served by obtaining information from various sources; serves court orders and other legal documents, such as subpoenas, summonses, notices, motions, orders to show cause, notice of modification, and other legal documents to defendants, witnesses, victims, custodial parents, and other appropriate persons or persons in authority. Interviews acquaintances, neighbors, family members, co-workers, mayors, witnesses, etc., in an attempt to obtain additional information relative to service of legal documents in pending criminal, juvenile delinquent, juvenile special proceedings, civil and child support cases in accordance with the investigator or attorney's instructions. As a Peace Officer designated by the Attorney General and Special Process Officer/Deputy Marshal of the Superior Court of Guam, picks up witnesses or defendants, or executes bench warrants issued by the Superior Court of Guam. As a Peace Officer, transports defendant/witness under protective custody to meet with prosecutor or testify in court and ensure the safety of the defendant/witness while under his care. Maintains records and prepares reports. May testify in court. Performs related duties as required.
KNOWLEDGE, ABILITIES & SKILLS	Knowledge of criminal justice system. Knowledge of court orders and legal documents relevant to service of process. Knowledge of legal terminologies relevant to service of process. Knowledge of the island's highway and streets. Ability to locate difficult persons relevant to service of process. Ability to maintain confidentiality. Ability to follow oral and written instructions. Ability to work effectively with the public and employees. Ability to communicate effectively. Ability to maintain records and prepare reports. Skill in the use and care of a firearm. Skill in the safe operation of a motor vehicle.
MINIMUM EDUCATIONAL REQUIREMENTS	All new employees (defined as excluding current government of Guam employees, or former government of Guam who are eligible for re-employment or reappointment), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by Attorney General.
DOCUMENTATION REQUIREMENTS	Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an education institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. If you wish to claim for any preference points, please read the employment application General instruction page for additional information. If you have any questions, please contact Administration Division at 475-3324 extension 5110/5115/5120.
PROHIBITION PURSUANT TO P.L. 28-98	No person convicted of a sex offense under the provisions 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.
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 held by the Office for all eligible's referred via certification.
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 being hired for.
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.
DRUG SCREENING	Applicants selected for an offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Testing Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.
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.
WHERE TO APPLY	Submit job applications in person or by mail to the Office of the Attorney General, 590 S. Marine Corps Drive, ITC Building, 9 th floor, Tamuning, Guam 96913. Office hours are between 8:00 a.m. - 5:00 p.m., Monday through Friday. In addition, job announcements and job application forms are accessible on our website at www.guamag.org . Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.
FOR MORE INFORMATION	Contact our Office at (671) 475-3324 extensions 5110/5115/5120 or hr@guamag.org , or visit us at 590 S. Marine Corps Drive, ITC Building, 9th floor, Tamuning, Guam 96913



JACQUELINE Z. CRUZ
 Chief of Staff

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER, WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.