



**OFFICE OF THE ATTORNEY GENERAL**  
 Government of Guam  
 Administration Division  
 590 S. Marine Corps Drive, Ste. 706  
 Tamuning, Guam 96913

**Elizabeth Barrett-Anderson**  
*Attorney General of Guam*

**Jacqueline Z. Cruz**  
*Chief of Staff*

**JOB ANNOUNCEMENT**

<p><b>BUYER I</b>  <b>(Position Code No. 1.445)</b>  <b>PAY GRADE/SALARY</b>  <b>OPEN:</b> H-1, \$26,520 - H-7, \$33,150  <b>PROMOTION:</b> H-1, \$26,520 - H-18, \$46,742</p>	<p><b>ANNOUNCEMENT NO.</b> AG18-JA28  <b>AREA OF CONSIDERATION:</b> OPEN  <b>APPLICATION WILL BE ACCEPTED FOR THE PERIOD:</b>  <b>OPENS:</b> December 19, 2018  <b>CLOSES:</b> CONTINUOUS</p>
<p><b>NECESSARY SPECIAL QUALIFICATIONS</b></p>	<p>Possession of a valid Driver's License; and          Completion of the Procurement Program Certification for Module 1, Module 2, Module 3 and Module 4 with Guam Community College pursuant to P.L. 32-131.</p>
<p><b>QUALIFICATION REQUIREMENTS</b></p>	<p>One year of experience in the procurement of supplies, materials, or equipment and graduation from high school; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.</p>
<p><b>NATURE OF WORK</b></p>	<p>This is routine technical purchasing work in the procurement of supplies, materials and equipment. Employees in this class perform purchasing duties independently on an ongoing basis and participate in the full range of duties under closer supervision.</p>
<p><b>ILLUSTRATIVE EXAMPLE OF WORK</b></p>	<p>Receives and reviews requisitions and proposed specifications. Prepares invitation for competitive bids; secures written and telephone price quotations; prepares and analyzes bid tabulation for compliance with specifications; awards bids. Works with departmental representatives in the procurement of their supply needs. Interview vendors; investigates sources of supply. Inspects merchandise for compliance with specifications. Maintains files and records. Performs related duties as required.</p>
<p><b>KNOWLEDGE, ABILITIES &amp; SKILLS</b></p>	<p>Knowledge of modern purchasing practices and procedures and shipping methods. Knowledge of commonly used supplies, materials, and equipment. Knowledge of the sources of supply and of market and price trends. Knowledge of modern office practices and procedures. Ability to learn, interpret, and apply laws, departmental policies and other regulations governing the procurement of supplies, materials, and equipment. Ability to prepare and analyze bids and specifications in the making of awards. Ability to make arithmetic computations. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Skill in the safe operation of a motor vehicle.</p>
<p><b>MINIMUM EDUCATIONAL REQUIREMENTS</b></p>	<p>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.</p>
<p><b>DOCUMENTATION REQUIREMENTS</b></p>	<p>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.</p>
<p><b>PROHIBITION PURSUANT TO P.L. 28-98</b></p>	<p>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.</p>
<p><b>EXAMINATION REQUIREMENTS</b></p>	<p>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.</p>
<p><b>INTERVIEWING PROCEDURES</b></p>	<p>A personal interview or interview by telephone (if off-island) will be held by the Office for all eligible's referred via certification.</p>

<b>EMPLOYMENT MEDICAL EXAMINATION</b>	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.
<b>WORK ELIGIBILITY</b>	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.
<b>DRUG SCREENING</b>	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.
<b>VETERAN'S PREFERENCE</b>	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.
<b>WHERE TO APPLY</b>	Submit job applications in person or by mail to the Office of the Attorney General, 590 S. Marine Corps Drive, ITC Building, Ste. 901, 9 <sup>th</sup> 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 <a href="http://www.guamag.org">www.guamag.org</a> . <b>Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.</b>
<b>FOR MORE INFORMATION</b>	Contact our Office at (671) 475-3324 extensions 5110/5115/5120 or <a href="mailto:hr@guamag.org">hr@guamag.org</a> , or visit us at 590 S. Marine Corps Drive, ITC Building, Ste. 901, 9th floor, Tamuning, Guam 96913

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Chief of Staff