



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
LEGAL SECRETARY III
(Position Code No. 0.230)

PAY GRADE/SALARY

OPEN: J-1, \$31,076 P/A - J-10, \$42,661 P/A
PROMOTION: J-1, \$31,076 P/A - J-18, \$54,771 P/A

ANNOUNCEMENT NO. AG18-JA13

AREA OF CONSIDERATION: OPEN

APPLICATIONS WILL BE ACCEPTED FOR THE PERIOD:
OPENS: February 15, 2018
CLOSES: Continuous

QUALIFICATION REQUIREMENTS

- A) One (1) year of experience as a Legal Secretary II and graduation from a recognized college with an Associates degree in office technology or secretarial studies; OR
- B) One (1) year and six (6) months of experience as a Legal Secretary II and completion of a certificate program in office systems or clerical studies from a recognized college; OR
- C) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NATURE OF WORK

This is complex legal secretarial work. Employees in this class provide the full range of legal secretarial services to more than one attorney and may lead the work of lower level secretaries. Supervision is received through personal conferences, general observation of work in progress, and review of completed work.

ILLUSTRATIVE EXAMPLE OF WORK

Types and prepares complete case packages; transcribes from a recording machine or attorney's notes, letters, memoranda, telephone conversations, and legal documents such as petitions, answers, pleadings, or other types of abstracts, and depositions; uses appropriate forms and formats in the preparation of legal documents; proofreads all documents before processing for accuracy as to form and grammar. Types and prepares briefs for the Superior Court and District Court of Guam and have document served on appropriate counsel and then filed with the respective Court; compiles and assembles exhibits, affidavits, and other pertinent documents. Prepares information or explanatory materials for the attorney's use in preparation for case trials; researches legal reference files and other sources for information and data required to complete case packages. Composes and prepares correspondence as per attorney's instructions for his/her final approval. Reviews all incoming legal documents and correspondence for the attorney; initiates action as necessary such as contacting clients regarding scheduled court hearings, ensures service of notice and other matters on opposing parties; does follow up as required on other documents; obtains necessary information from respective files or the public to prepare and submit documents to the attorney for approval. Receives and screens all persons wishing to see or talk to the attorney; furnishes or obtains information concerning pending or closed cases and matters using discretion and judgment in determining what information may be released or needed for a particular case; coordinates required actions with attorneys, clients, investigators, process servers, and other staff concerned, directs delivery of summons and subpoenas to witness and parties to action. Maintains calendar and scheduled appointments for attorney; coordinates and sets calendar hearings with the court, meetings with clients, adverse parties and opposing counsels. Establishes and maintains the attorney's and/or client's case files; maintains tickler system to keep abreast of case deadlines; prepares daily dockets and retrieves cases files for hearings and appointments; implements case file retention and releases. Trains and oversees the work of lower level secretaries as to the proper legal format and processing of court documents. Performs related duties as required.

KNOWLEDGE, ABILITIES & SKILLS

Skill in using word processing applications on a micro-computer and typing at a prescribed rate of speed. Knowledge of legal terminology, case management techniques and procedures, formats and forms. Knowledge of business English, spelling, punctuation, and grammar. Knowledge of legal office practices and procedures. Ability to train and lead the work of others. Ability to train and lead the work of others. Ability to communicate effectively, orally and in writing. Ability to interpret and apply program guidelines and requirements. Ability to interpret and apply program guidelines and requirements. Ability to exercise good judgment, courtesy and tact in receiving callers, giving and obtaining pertinent information, and making proper disposition of problems. Ability to work effectively with clients, employees, and the public. Ability to transcribe from an audio recording device. Ability to maintain records and prepare reports.

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



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