



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**

<b>PARALEGAL I</b> (Position Code No. 2.810)		<b>ANNOUNCEMENT NO.</b> AG18-JA15
<b>PAY GRADE/SALARY</b>		<b>AREA OF CONSIDERATION:</b> OPEN
<b>OPEN:</b> J-01, \$31,076 P/A - J-10, \$42,661 P/A	<b>APPLICATIONS WILL BE ACCEPTED FOR THE PERIOD:</b>	
<b>PROMOTION:</b> J-01, \$31,076 P/A - J-18, \$54,771 P/A	<b>OPENS:</b> February 15, 2018	
		<b>CLOSES:</b> Continuous
<b>QUALIFICATION REQUIREMENTS</b>	<p>A) Three years of experience in a position such as legal secretary, claims adjuster, investigator or other positions which demonstrated the ability to explain, apply or interpret rules, regulations, procedures, policies, precedents, or other kinds of criteria. This experience may be gained in an administrative, professional, investigative, technical, high level clerical, other responsible work; or</p> <p>B) Successful completion of a full four-year course in an accredited college or university leading to a bachelor's degree; or</p> <p>C) Successful completion of a course leading to certification as a paralegal; or</p> <p>D) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.</p> <p><b>NOTE:</b> Successful completion of one full academic year of study in a paralegal or legal curriculum may be substituted for one year of experience.</p>	
<b>NATURE OF WORK</b>	This is moderately complex paralegal work under the supervision of an attorney involving research, compilation and annotation of codes, laws, opinions and court reports; drafting of simple pleadings; conducting interviews of witnesses, clients; and/or managing a case management system for one or more types of legal specialties within the Department of Law. Employees in this class perform their work independently on an ongoing basis and participate in the full range of professional duties under closer supervision.	
<b>ILLUSTRATIVE EXAMPLE OF WORK</b>	Researches, analyzes and indexes public laws for publication and placement in the proper permanent, codified law. Prepares updates for the laws, codes, and administrative rules of the government of Guam. Compiles existing laws for restatement in new forms of codification. Assists attorneys in library research. Drafts bills, simple pleadings, resolutions, certifications in accordance with established guidelines and formats. Maintains case management systems as directed; for example, all cases and their status in the area of child and spouse support. Conducts interviews of clients and possibly, witnesses. Answers questions from other government agencies and from the public on matters with which employee is dealing. Performs related duties as required.	
<b>KNOWLEDGE, ABILITIES &amp; SKILLS</b>	Knowledge of legislative, administrative and court procedures relative to the formulation of public laws, administrative policies and court decisions. Ability to perform legal research. Ability to analyze laws and rules to determine their content and proper placement within the publications being prepared. Ability to make decisions in accordance with appropriate program guidelines. Ability to draft simple affidavits, pleadings, stipulations, and other legal documents and to prepare appropriate correspondence. Ability to communicate effectively with employees, clients and the public. Ability to maintain records and prepare reports.	
<b>MINIMUM EDUCATIONAL REQUIREMENTS</b>	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.	
<b>DOCUMENTATION REQUIREMENTS</b>	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.	

<b>PROHIBITION PURSUANT TO P.L. 28-98</b>	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.
<b>EXAMINATION REQUIREMENTS</b>	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.
<b>INTERVIEWING PROCEDURES</b>	A personal interview or interview by telephone (if off-island) will be held by the Office for all eligible's referred via certification.
<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, 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> . Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.
<b>FOR MORE INFORMATION</b>	Contact our Office at (671) 475-3324 extensions 5110/5115/5120 or <a href="http://hr@guamag.org">hr@guamag.org</a> , or visit us at 590 S. Marine Corps Drive, ITC Building, 9 <sup>th</sup> floor, Tamuning, Guam 96913

  


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**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.**