



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

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Chief of Staff

JOB ANNOUNCEMENT

To establish a list for the position of
DATA CONTROL CLERK I
(Position Code No. 0.180)

PAY GRADE/SALARY

OPEN: E-01, \$21,095 P/A - E-10, \$28,959 P/A
PROMOTION: E-01, \$21,095 P/A - E-18, \$37,180 P/A

ANNOUNCEMENT NO. AG18-JA22

AREA OF CONSIDERATION: OPEN


APPLICATIONS WILL BE ACCEPTED FOR THE PERIOD:
OPENS: February 22, 2018
CLOSES: Continuous

COMPETITIVE LIMITED TERM APPOINTMENT

This is a competitive limited term appointment, pursuant to Public Law 28-187. The appointment for this position will only last for the duration of the federal funds and will only have limited merit system coverage.

QUALIFICATION REQUIREMENTS	A) Two years of clerical work experience involving arithmetic computations; or B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.
NATURE OF WORK	This is routine clerical work involved in the quality control functions or computerized data processing. Employees in this class verify routine source data and generated reports, generally requiring moderate adjustments.
ILLUSTRATIVE EXAMPLE OF WORK	Performs routine and repetitive work in verifying the accuracy of data against a control list, generally requiring moderate adjustments; such as regular time sheets for payroll purposes, pensioner payroll (retirees), utility billings, license and registration, statistical listing, and other data involving simple processing procedures. Operates standard office machines and equipment. Maintains records and prepares reports. May perform filing, receptionist and other clerical functions. Performs related duties as required.
KNOWLEDGE, ABILITIES & SKILLS	Knowledge of standard office practices and procedures. Ability to learn and apply electronic data processing procedures and techniques. Ability to make arithmetic computations with speed and accuracy. Ability to operate standard office machines and equipment. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. 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



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.