



OFFICE OF THE ATTORNEY GENERAL
 Government of Guam
 Administration Division
 590 S. Marine Corps Drive, Ste. 901
 Tamuning, Guam 96913

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JOB ANNOUNCEMENT

<p><i>To establish a list for the position of</i> CHILD SUPPORT ENFORCEMENT OFFICER II (Position Code No. 3.055)</p> <p>PAY GRADE/SALARY</p> <p>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</p>		<p>ANNOUNCEMENT NO. AG18-JA7</p> <p>AREA OF CONSIDERATION: DEPARTMENTAL</p> <p>APPLICATIONS WILL BE ACCEPTED FOR THE PERIOD: OPENS: February 15, 2018 CLOSES: Continuous</p>	
NECESSARY SPECIAL QUALIFICATION	Possession of a valid driver's license.		
QUALIFICATION REQUIREMENTS	<p>A) Two years of experience as a Child Support Enforcement Officer I or equivalent work and graduation from high school; or</p> <p>B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.</p>		
NATURE OF WORK	This is moderately complex technical child support enforcement and investigative work. Employees in this class perform the full range of investigative and enforcement duties.		
ILLUSTRATIVE EXAMPLE OF WORK	Investigates and interviews welfare and non-welfare clients to locate absent parents, establish paternity, secure support and enforce child support requirements. Coordinates and cooperates with local, federal, state and military agencies and courts in the location of absent parents, establishment of paternity and enforcement of child support obligations. Determines the absent parent's ability to make child support payments and obtains signed agreements for support as appropriate. Reviews various legal format provided by the support enforcement office attorney; completes and submits the appropriate court order forms as it relates to the case. Monitors payment schedules as ordered by the court; investigates cases involving child support arrears and determines facts necessary to pursue collection of the arrears; locates, interviews and secures agreements to repay arrears. Explains established policies and provisions of law as relevant to enforcement of child support obligations. Serves summons, subpoenas, warrants for arrest or other court-related documents and affidavits pertaining to child support. Locates, picks-up and delivers absent parents and witnesses on contempt of court on child support cases; testifies in court as witness in matters relevant to child support cases; compiles and prepares all documents and information for court presentation. Makes recommendations for proper disposition by the Attorney General's Office for referral, denial and non-cooperative cases. Maintain records and prepares reports of the findings of investigations. Performs related duties as required.		
KNOWLEDGE, ABILITIES & SKILLS	Knowledge of the principles, techniques and practices of interviewing and investigation. Knowledge of legal procedures as relevant to child support enforcement work. Ability to enforce laws, rules and regulation pertaining to child support with tact, firmness and impartiality. Ability to determine facts, develop evidence and secure information. Ability to make sound judgement in the enforcement of child support obligations. 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.		
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.