



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

**Leevin Taitano Camacho**  
*Attorney General*

<b>JOB ANNOUNCEMENT</b>	
<p align="center"><b>CLERK II</b> (Position Code No. 0.141)</p> <p align="center"><b>PAY GRADE/SALARY</b></p> <p><b>OPEN:</b> D-01, \$19,040 P/A - D-10, \$26,138 P/A</p> <p><b>PROMOTION:</b> D-01, \$19,040 P/A - D-18, \$33,558 P/A</p>	<p><b>ANNOUNCEMENT NO.</b> AG19-JA11</p> <p><b>AREA OF CONSIDERATION:</b> OPEN</p> <p><b>APPLICATIONS WILL BE ACCEPTED FOR THE PERIOD:</b></p> <p><b>OPENS:</b> May 07, 2019</p> <p><b>CLOSES:</b> Continuous</p>
<b>QUALIFICATION REQUIREMENTS</b>	<p>A) One year of clerical experience; or</p> <p>B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.</p>
<b>NATURE OF WORK</b>	This is moderately complex clerical work. Tasks performed involve a large number of routine clerical duties in several different clerical functions which require several weeks to learn. Employees in this class perform assigned tasks within the prescribed or well-established procedures. Where work is more repetitive, more responsibility is placed on final action.
<b>ILLUSTRATIVE EXAMPLE OF WORK</b>	Interviews patient or representative to obtain information needed in completing the patient history sheet, and completes all required admission forms; types addressograph plate and I.D. band for the patient; assigns patient to room or ward, escorts patient or arranges for escort to assigned room or ward; types admission and discharge records and routes to designated departments; types patient listings; maintains admission and discharge ledgers; receives payments/deposits from patients; compiles data for occupancy and census records. Gives out and receives applications for employment; reviews application forms and supporting documents for completeness of identifying and other basic information; have new employees complete employment forms, i.e., insurance, retirement, income tax; files personnel actions and other documents in the employee's jacket; files job announcements; types personnel action forms, eligibility and certification lists; maintains and updates employee service cards. Registers new students; complete all necessary forms for students transferring or withdrawing; types student roster; takes and maintains accurate inventory of books; maintains files of student records; sells lunch tickets, prepares tickets for free meal, and prepares cash collection field receipts. May perform simple typing of standard forms or letters and operate other office machines. Performs related duties as required.
<b>KNOWLEDGE, ABILITIES &amp; SKILLS</b>	Knowledge of general office practices and procedures. Ability to learn moderately complex clerical tasks and to adhere to prescribed procedures. Ability to understand and follow moderately complex oral and written instructions. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare routine reports. Ability to operate common office machines, including typewriter, may be required for certain assignments.
<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> . <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, 9th 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.***