# JOB ANNOUNCEMENT

**To establish a list for the position of**

**LEGAL CLERK I**  
(Position Code No. 2.805)

<table>
<thead>
<tr>
<th>PAY GRADE/SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPEN: F-1, $23,171 P/A - F-10, $31,809 P/A</td>
</tr>
<tr>
<td>PROMOTION: F-1, $23,171 P/A - F-18, $40,839 P/A</td>
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</tbody>
</table>

**ANNOUNCEMENT NO.:** AG19-JA30

**AREA OF CONSIDERATION:** OPEN

**APPLICATIONS WILL BE ACCEPTED FOR THE PERIOD:**

**OPENS:** July 19, 2019  
**CLOSES:** Continuous

## QUALIFICATION REQUIREMENTS

A) Two years of experience in office clerical work, including one year working in a legal office; OR  
B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

## NATURE OF WORK

This is paralegal clerical work. Employees in this class perform paralegal clerical duties independently after initial training and work under closer supervision on a variety of complex developmental assignments.

## ILLUSTRATIVE EXAMPLE OF WORK

Maintains status records of legal documents/cases for follow up with proper attorneys or other administrative personnel. Maintains calendars for attorneys, outlining schedules of trials and interviews. Types routine legal documents and correspondence. Files legal documents in court. Delivers various messages to various agencies and individuals; collects, sorts and distributes mail. Assists administrative staff and legal technicians in the preparation of arraignment and subpoena forms and other related clerical matters. Assists in maintaining the filing system of the department. Performs preliminary interviews of clients and/or witnesses. Performs related duties as required.

## KNOWLEDGE, ABILITIES & SKILLS

Knowledge of standard office policies, practices and procedures. Ability to learn, interpret and apply legal terminologies, documents and procedures. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records. Skill in the use and care of office machines and equipment.

## 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.
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<td>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.</td>
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<td><strong>WORK ELIGIBILITY</strong></td>
<td>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.</td>
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<td><strong>DRUG SCREENING</strong></td>
<td>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.</td>
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<td><strong>VETERAN’S PREFERENCE</strong></td>
<td>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.</td>
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<td><strong>WHERE TO APPLY</strong></td>
<td>Submit job applications in person or by mail to the Office of the Attorney General, 590 S. Marine Corps Drive, ITC Building, 9th 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.oagguam.org">www.oagguam.org</a>. <strong>Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.</strong></td>
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**JACQUELINE Z. CRUZ**  
Chief of Staff

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| PROMOTION:     | F-1, $23,171 P/A - F-18, $40,839 P/A |

### ANNOUNCEMENT NO.

AG18-JA9

### AREA OF CONSIDERATION:

OPEN

### APPLICATIONS WILL BE ACCEPTED FOR THE PERIOD:

OPEN: February 15, 2018  
CLOSES: Continuous

### QUALIFICATION REQUIREMENTS

1. Two years of experience in office clerical work, including one year working in a legal office; OR
2. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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