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

Leevin Taitano Camacho
Attorney General of Guam

JOB ANNOUNCEMENT

To establish a list for the position of
ADMINISTRATIVE SERVICES OFFICER
(Position Code No. 2.030)

PAY GRADE/SALARY
OPEN: N-1, $45,014 P/A - N-10, $61,796 P/A
PROMOTION: N-1, $45,014 P/A - N-18, $79,338 P/A

QUALIFICATION REQUIREMENTS
Four years of progressively responsible experience in management services work, and graduation from a recognized college or university with a Bachelor's degree in public or business administration, social or behavioral sciences, or related fields; or
Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NATURE OF WORK
Administers a comprehensive administrative services program for a large department or agency.

ILLUSTRATIVE EXAMPLE OF WORK
(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)
Administers the administrative services functions for the department including personnel and training, budget preparation, funds management, and procurement.
Develops, amends, and interprets administrative policies and procedures and other guidelines governing management services.
Confers with program administrators and other employees concerning the administrative needs and requirements of pertinent programs, policies, regulations and other guidelines.
Conducts management and personnel studies or survey to improve management services.
Coordinates the technical administration of management services with Personnel Office, Budget Office, Procurement Office and other agencies involved in the activities of the department.
Provides technical guidance to program administrators in securing and administering federal grants in aid; assures compliance with local and federal regulations and program guidelines.
Prepares correspondence and reports concerning the administrative operations of the department.
Performs related duties as required.

KNOWLEDGE, ABILITIES & SKILLS
Knowledge of the principles, practices and techniques of public administration. Ability to administer management services, including budget preparation and funds management, personnel management, procurement. Ability to make work decisions in accordance with appropriate program guidelines. Ability to evaluate management services effectiveness and recommend or initiate changes in policies, procedures and program requirements to improve effectiveness. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.
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<thead>
<tr>
<th>MINIMUM EDUCATIONAL REQUIREMENTS</th>
<th>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.</th>
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<td>DOCUMENTATION REQUIREMENTS</td>
<td>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.</td>
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<td>PROHIBITION PURSUANT TO P.L. 28-98</td>
<td>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.</td>
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<td>EXAMINATION REQUIREMENTS</td>
<td>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.</td>
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<td>INTERVIEWING PROCEDURES</td>
<td>A personal interview or interview by telephone (if off-island) will be held by the Office for all eligible’s referred via certification.</td>
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<td>EMPLOYMENT MEDICAL EXAMINATION</td>
<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>WORK ELIGIBILITY</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>DRUG SCREENING</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>VETERAN’S PREFERENCE</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>WHERE TO APPLY</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, Ste 901, 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>. Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.</td>
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<td>FOR MORE INFORMATION</td>
<td>Contact our Office at (671) 475-3324 extensions 5110/5115/5120 or <a href="mailto:humanresources@oagguam.org">humanresources@oagguam.org</a>, or visit us at 590 S. Marine Corps Drive, ITC Building, 9th floor, Ste 901, Tamuning, Guam 96913</td>
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</table>

Rebecca MP Copper  
Chief of Staff / Deputy Attorney General  
Administration Division

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.