



PUBLIC DEFENDER SERVICE CORPORATION
Government of Guam



JOB ANNOUNCEMENT

DEPARTMENTAL COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION
ADMINISTRATIVE ASSISTANT

Announcement No.: APD JA-01-21
Location: **Alternate Public Defender**

Pay Grade: J
PROMOTIONAL: Step 1 \$31,076 P/A – Step 18 \$54,771 P/A

OPENS: May 18, 2021
CLOSES: June 1, 2021

WHO MAY APPLY	Only employees from PDSC and APD can apply. The Executive Director has identified this position as a career development opportunity for PDSC/APD employees pursuant to Rule Section 109.01
MINIMUM EXPERIENCE AND TRAINING	a) Three years of staff work involving personnel, budget and other management operations and graduation from high school; or b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.
NATURE OF WORK	This is staff administrative work involved in providing assistance to a department. Employees in this class provide administrative and office support services. Supervision may be exercised over subordinate clerical personnel.
ILLUSTRATIVE EXAMPLES OF WORK	Composes correspondence for the signature of the supervisor; organizes and coordinates matters requiring executive action; insures compliance to established laws, policies and related administrative guidelines. Expedites request for personnel action, purchase requisitions and other administrative transactions. Consults with employees and supervisors on personnel matters. Conducts research on an assigned subject; compiles data and statistics. Assists in the preparation of the budget and other related matters of the department or agency; maintains budget ledgers and monitors the funds allocated to the various budgetary accounts; alerts management to problem areas. Arranges conferences; may represent supervisor at meetings or conferences. May supervise the work of subordinate clerical personnel. Performs related duties as required.
MINIMUM KNOWLEDGE ABILITIES & SKILLS	Knowledge of office management practices and general administrative functions. Ability to make work decisions in accordance with established laws, rules and other program guidelines and to apply departmental or agency policies to work problems. Ability to supervise the work of others may be required. Ability to compile statistics. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.
EVALUATION METHOD	Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.
EDUCATION	All new employment in the service of the government of Guam shall have as a reasonable measure of job performance, the minimum educational requirement of a high school diploma or a successful completion of a General Education Development

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	<p>(GED) Test or any equivalent of a general education high school program, or a successful completion of certificate program from a recognized accredited or certified vocational technical institution pursuant to Public Law 29-113.</p> <p>Applicants claiming educational accomplishments are required to submit official or verified copies of transcript or diplomas.</p>
PROHIBITION PURSUANT TO PUBLIC LAW 28-98	No person convicted of a sex offense under the provision of Chapter 25 of Title 9 Guam Code Annotated (GCA), or an offense as defined in Article 2 of Chapter 28 of Title 9 GCA in Guam, or an offense in any jurisdiction which includes at a minimum, all 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.
DRUG SCREENING	Applicants selected for and offered employment with the government of Guam shall undergo and pass a mandatory drug test before employed. This also applies to employees selected for Test Designated Positions (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.
WHERE TO APPLY	Employment applications are available online at www.guampdsc.net/employment.html . You may submit an employment application form all supporting documents at the Public Defender Service Corporation Office, MVP Sinajaña Commercial Building, Unit B, 779 Route 4, Sinajaña, Guam 96910, any time between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. You may also email your application and supporting documents to ksablan@guampdsc.org , attn: Human Resources.
FOR MORE INFORMATION	Please call or visit our Human Resources Office at 475-3100 ext. 823.



ANA MARIA C. GAYLE
MANAGING ATTORNEY