



**PUBLIC DEFENDER SERVICE CORPORATION**  
Government of Guam



**JOB ANNOUNCEMENT**

**OPEN COMPETITIVE EXAMINATION**

**TO ESTABLISH A LIST FOR THE POSITION OF  
LEGAL SECRETARY I**

Announcement No.: **APD JA-03-2021** **OPENS: July 30, 2021**  
**CLOSES: Continuous**

Pay Grade: **H** **OPEN: Step 1 \$26,520 P/A – Step 10 \$36,407 P/A**  
**PROMOTION: Step 1 \$26,520 P/A – Step 18 \$46,742 P/A**

<b>WHO MAY APPLY</b>	Open to all government of Guam employees and the public.
<b>MINIMUM EXPERIENCE AND TRAINING</b>	<ul style="list-style-type: none"> <li>a) Two (2) years of experience in typing and clerical work, including one (1) year in legal office and graduation with an Associate of Arts degree in secretarial administration or clerical studies, as appropriate; or</li> <li>b) Three (3) years of experience in typing and clerical work, including one (1) year in a legal office and completion of a secretarial diploma program (66 quarter hours) from a recognized business or junior college; or</li> <li>c) Four (4) years of experience in typing and clerical work, including one (1) year in a legal office and graduation from high school; or</li> <li>d) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.</li> </ul>
<b>NATURE OF WORK</b>	This is entry level legal secretarial work. Employees in this perform routine legal secretarial duties to an attorney which follow established procedures. Work is reviewed through internal controls and review of completed tasks, records and reports. Supervision is received on a daily basis until duties are learned.
<b>ILLUSTRATIVE EXAMPLES OF WORK</b>	<p>Prepares and types complete case packages; transcribes from a recording machine or attorney's notes, letter, memoranda, reports, minutes of meetings, speeches, telephone conversations, and legal documents such as wills, petitions, answers, pleadings, deed, leases, mortgages, or other types of contracts, briefs, abstracts and depositions; uses appropriate forms and formats in the preparation of legal documents; proofreads all documents before processing for accuracy as to form and grammar.</p> <p>Reviews all incoming documents and correspondence for the attorney; initiates action as necessary such as contacting clients regarding scheduled court hearings, serves notice and other matters on opposing parties to ensure that cases are ready for hearing; does follow up as required on other documents; obtains necessary information from respective files to prepare and submit documents to the attorney; furnishes or obtains information concerning pending or closed cases and matters using discretion and judgement in determining what information may be released or needed for a particular case.</p> <p>Organizes facts or documents and prepares digest of depositions, articles, letters or books for attorney; assembles exhibits, affidavits and other pertinent documents for submittal to court and/or use by the attorney. Establishes and maintains the attorney's case files; maintains tickler system to keep abreast of case deadlines; prepares daily dockets and pull case files for hearing and appointments; conducts monthly and quarterly inventory of caseloads to ensure that cases are kept current. Maintains calendar and schedule appointments for attorney; coordinates and schedule hearings with the court, meetings with clients, adverse parties and opposing counsels. Maintains client's files and attorney's reference files; establishes and implements case file retention and releases. Performs related work as required.</p>
<b>MINIMUM KNOWLEDGE ABILITIES &amp; SKILLS</b>	<p>Knowledge of legal office practices and procedures. Knowledge of business English, spelling, punctuation and grammar.</p> <p>Ability to learn legal terminology, case management techniques and procedures, formats and forms. Ability to learn, interpret and apply program guidelines and</p>

	<p>requirements. Ability to exercise good judgement, courtesy and tact in receiving callers, giving and obtaining pertinent information, and making proper disposition of problems. Ability to operate micro-computer in word processing applications. Ability to work effectively with clients, employees and the public. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.</p> <p>Skill in transcribing from a machine and typing at a prescribed rate of speed.</p>
<b>EVALUATION METHOD</b>	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.
<b>EDUCATION</b>	<p>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 (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>
<b>PROHIBITION PURSUANT TO PUBLIC LAW 28-98</b>	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.
<b>DRUG SCREENING</b>	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.
<b>WHERE TO APPLY</b>	You may pick up and/or submit an employment application form at the Public Defender Service Corporation Office, MVP Sinajãña Commercial Building, Unit B, 779 Route 4, Sinajãña, Guam 96910, any time between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. Employment applications are also available online at <a href="http://www.guampdsc.net/employment.html">www.guampdsc.net/employment.html</a> . We highly encourage electronic submission of your application. If submission is in person, you will be required to wear a facial mask and temperature check before entering into the building. You may submit your application and all supporting documents via e-mail to <a href="mailto:ksablan@guampdsc.org">ksablan@guampdsc.org</a> .
<b>FOR MORE INFORMATION</b>	Please call our Human Resources at 475-3100 x 823.



**ANA MARIA C. GAYLE**  
**MANAGING ATTORNEY**