



PUBLIC DEFENDER SERVICE CORPORATION
Government of Guam



JOB ANNOUNCEMENT

OPEN COMPETITIVE EXAMINATION

**TO ESTABLISH A LIST FOR THE POSITION
 COMPUTER TECHNICIAN I**

Announcement No.: APD JA-01-23

OPENS: November 30, 2022

Location: Alternate Public Defender

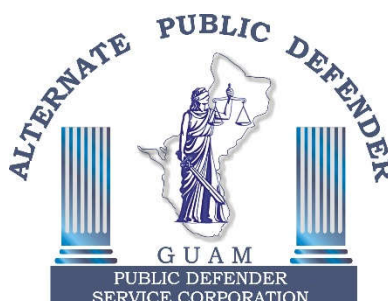
CLOSES: December 13, 2022

**PAY GRADE: H OPEN: Step 1: \$28,111.00 P/A – Step 10 \$38,591.00 P/A
 PROMOTION: Step 1: \$28,111.00 P/A – Step 10: \$38,591.00 P/A**

WHO MAY APPLY	Open to all Government of Guam employees and the Public.
MINIMUM EXPERIENCE AND TRAINING	Two (2) years of experience in the installation, maintenance and repair of computer equipment and related devices; or Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.
NATURE OF WORK	Performs semi-skilled work in the installation, repair and maintenance of computer equipment.
ILLUSTRATIVE EXAMPLES OF WORK	(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed) Installs, tests, adjusts, calibrates and maintains automated data computers, microprocessors, peripherals, and associated equipment and components. Maintains records and prepares reports. Maintains work equipment and work areas. Performs related work as required.
NECESSARY SPECIAL QUALIFICATIONS	Knowledge in the case management software, AbacusLaw Data Systems, Inc.
MINIMUM KNOWLEDGE ABILITIES & SKILLS	Knowledge of the standard principles, practices, methods, techniques, tools and test equipment used in the installation, maintenance and repair of computer equipment. Knowledge of computer electronics. Ability to read, interpret and work from blueprints, sketches and diagrams. Ability to apply safe work practices on the job. Ability to work effectively with the public and employees. Ability to understand and follow oral and written instructions. Semi-skill in the maintenance and repair of computer systems.
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 (GED) Test or any equivalent 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. Applicants claiming educational accomplishments are required to submit official or verified copies of official transcript or diplomas.
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.
VETERAN'S PREFERENCE	Applicant 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.
DISABILITY PREFERENCE	Title 4 Guam Code Annotated §4104 provides for five (5) preferential points for applicants who are residents of Guam and are physically and mentally impaired, but are physically and mentally able to perform efficiently and safely the duties of the position. Applicants claiming points for disability preference must submit Certification of Disability from the Department of Integrated Services for Individuals with Disabilities, Division of Vocational Rehabilitation.
DRUG SCREENING	Applicants selected and offered employment with the government of Guam shall undergo and pass a mandatory drug test before employment. 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.
WORK ELIGIBILITY	When offered a position, you will be required to provide proof of identity and eligibility for employment in Guam as a condition of employment.
EMPLOYMENT MEDICAL EXAMINATION	All applicants accepting employment must undergo a medical examination and be declared by a physician as capable of performing the duties of the position within six (6) months from date of hire.
POLICE AND COURT CLEARANCE REQUIREMENTS	Police and Court clearances are required upon selection and conditional offer of employment.
WHERE TO APPLY	You may pick up and/or submit an employment application form at the Public Defender Service Corporation Office, MVP Sinajana Commercial Building, Unit B, 779 Route 4, Sinajana, Guam 96910, any time between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, or you may submit your application and all supporting documents via e-mail to ksablan@guampdsc.org . before the closing date. Employment applications are available online at www.guampdsc.net/employment.html . If submission is in person, you will be required to wear a facial mask before entering into the building.
FOR MORE INFORMATION	Please call our Human Resources at (671) 475-3100 ext 823.

Ana Maria C. Gayle
Managing Attorney



“AN EQUAL OPPORTUNITY EMPLOYER”