**OFFICE OF THE ATTORNEY GENERAL**
Government of Guam
Administration Division
590 S. Marine Corps Drive, Ste. 706
Tamuning, Guam 96913

**Elizabeth Barrett-Anderson**
*Attorney General of Guam*

**Jacqueline Z. Cruz**
*Chief of Staff*

# JOB ANNOUNCEMENT
## OPEN COMPETITIVE EXAMINATION

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| **ATTORNEY LEVEL 4** | **(*) ANNOUNCEMENT NO.** AG15-JA033 |
| **PAY GRADE:** | |
| **STEP 1: $75,780 P/A - STEP 6: $94,194 P/A** | **APPLICATION WILL BE ACCEPTED FOR THE PERIOD:** |
| **STEP 7: $99,627 P/A - STEP 10: $117,880 P/A** | **OPENS:** May 5, 2015 |
| | **CLOSES:** CONTINUOUS |

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| **WHO CAN APPLY** | **Open to all government of Guam employees and the public** |
| **QUALIFICATION REQUIREMENTS** | Eight (8) or more years of progressively responsible experience as a licensed attorney and graduation from a law school accredited by the American Bar Association. |
| **NECESSARY SPECIAL QUALIFICATION REQUIREMENTS** | Applicant must be admitted to practice law in Guam. However, an exception is made upon payment of an administrative fee for the NCBE background to the Guam Board Law Examiners (BOLE) in the amount of Three Hundred Seventy Five Dollars ($375), and for an applicant who has been admitted as an attorney of the highest court of any state, district, commonwealth, territory or possession of the United States, and who is in good standing in such other jurisdiction. This exception will make the applicant a temporary active member or admittee of the Guam bar pursuant to order of the Chief Justice of the Supreme Court of Guam for a period of five (5) years which shall run continuously and uninterrupted from the day of order, with such temporary practice of law expressly limited to full time employment with the Government of Guam, its agencies, offices, authorities, public corporations, branches, and instrumentalities, and the Guam Legal Services Corporation. See Guam Rules Governing Admission to the Practice of Law, Rule 3:01: Application for Admission by Examination. |
| **SELECTIVE FACTORS** | **Selective factors for Child Support Attorney Positions:**<br>Knowledge, Abilities, & Skills:<br>The following factors may be considered in determining whether an employee has knowledge, ability, and skill to perform work: Previous work in child support; experience in administrative law or other highly-regulated administrative field. |
| **NATURE OF WORK** | Handles core assignments at a complex level and critically analyzes and handles complex legal matters. Responsible for preparing complex cases for litigation, initiating and challenging legal policies, counseling high level clients, leadership on complex cases and legal issues. Leads, guides and mentors attorneys on all matters including more complex legal matters; is a resource in specialized matters. |
| **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. |

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| **SUITABILITY DETERMINATION FORM** | Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application. |
| **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. |
| **INTERVIEWING PROCEDURES** | A personal interview or interview by telephone (if off-island) will be held by the Office for all eligible's referred via certification. |
| **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 being hired for. |
| **WORK ELIGIBILITY** | 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. |
| **DRUG SCREENING** | 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. |
| **POLICE & COURT CLEARANCE REQUIREMENTS** | If you are selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). Our Office will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date. |
| **VETERAN'S PREFERENCE** | 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. |
| **WHERE TO APPLY** | Submit job applications at Office of the Attorney General, Administration Division, 590 S. Marine Corps Drive, Ste. 706, Tamuning, Guam 96913 between the hours of 8:00 a.m. - 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.** |
| **FOR MORE INFORMATION** | Call or visit our Office or contact us at (671) 475-3324 extension 5110/5115/5120, or the Department of Labor, One-Stop Career Center. In addition, job announcements and job application forms are accessible in our website at www.guamag.org or email at hr@guamag.org. |

**JACQUELINE Z. CRUZ**
**Chief of Staff**

***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.***