



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

DATA CONTROL CLERK II
(Position Code No. 0.181)

PAY GRADE/SALARY

OPEN: F-01, \$23,171 P/A - F-10, \$31,809 P/A
PROMOTION: F-01, \$23,171 P/A - F-18, \$40,839 P/A

ANNOUNCEMENT NO. AG16-JA038

AREA OF CONSIDERATION: OPEN

APPLICATIONS WILL BE ACCEPTED FOR THE PERIOD:
OPENS: October 21, 2016
CLOSES: Continuous

QUALIFICATION REQUIREMENTS	<p>A) Two years of experience in work involving the processing of a variety of data for computer use, and completion of courses in electronic data processing and clerical procedures; or</p> <p>B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.</p>
NATURE OF WORK	<p>This is complex work involved in the quality control functions of computerized data processing. Employees in this class control and verify a variety of source data and computer generated reports, generally requiring extensive adjustments and entries.</p>
ILLUSTRATIVE EXAMPLE OF WORK	<p>Verifies data contained in source documents and computer printouts for consistency, validity, accuracy and completeness; traces sources of error in documents, data and procedures; obtains corrected/new data and makes appropriate adjustments and entries; informs data entry operators and computer operators on problem areas to insure accurate reports. Operates adding or calculating machine with speed and accuracy in verifying input and output data. Maintains records and prepares reports. May operate decollating machine, burster and sign signature check print machines. May lead the work of lower level data control clerks. Performs related duties as required.</p>
KNOWLEDGE, ABILITIES & SKILLS	<p>Knowledge of computer workflow and processing methods, procedures and practices controlling the collection of data; and the distribution and use of documents, reports and related materials produced by computers. Knowledge of standard office practices and procedures. Ability to learn, interpret and apply program guidelines. Ability to operate standard office machines and equipment. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Skill in the operation of an adding or calculating machine.</p>
MINIMUM EDUCATIONAL REQUIREMENTS	<p>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.</p>
DOCUMENTATION REQUIREMENTS	<p>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.</p>
PROHIBITION PURSUANT TO P.L. 28-98	<p>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.</p>
EXAMINATION REQUIREMENTS	<p>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.</p>
INTERVIEWING PROCEDURES	<p>A personal interview or interview by telephone (if off-island) will be held by the Office for all eligible's referred via certification.</p>

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.
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 in person or by mail to the Office of the Attorney General, 590 S. Marine Corps Drive, ITC Building, 7 th floor, Ste. 706, 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 www.guamag.org . Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.
FOR MORE INFORMATION	Contact our Office at (671) 475-3324 extensions 5110/5115/5120 or hr@guamag.org , or visit us at 590 S. Marine Corps Drive, ITC Building, 7th floor, Ste. 706, Tamuning, Guam 96913



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.