



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	
LEGAL CLERK I (Position Code No. 2.805) PAY GRADE/SALARY OPEN: F-1, \$23,171 P/A - F-10, \$31,809 P/A PROMOTION: F-1, \$23,171 P/A - F-18, \$40,839 P/A	ANNOUNCEMENT NO. AG16-JA034 AREA OF CONSIDERATION: OPEN APPLICATION WILL BE ACCEPTED FOR THE PERIOD: OPENS: August 25, 2016 CLOSES: Continuous
QUALIFICATION REQUIREMENTS	A) Two years of experience in office clerical work, including one year working in a legal office; OR B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.
NATURE OF WORK	This is paralegal clerical work. Employees in this class perform paralegal clerical duties independently after initial training and work under closer supervision on a variety of complex developmental assignments.
ILLUSTRATIVE EXAMPLE OF WORK	Maintains status records of legal documents/cases for follow up with proper attorneys or other administrative personnel. Maintains calendars for attorneys, outlining schedules of trials and interviews. Types routine legal documents and correspondence. Files legal documents in court. Delivers various messages to various agencies and individuals; collects, sorts and distributes mail. Assists administrative staff and legal technicians in the preparation of arraignment and subpoena forms and other related clerical matters. Assists in maintaining the filing system of the department. Performs preliminary interviews of clients and/or witnesses. Performs related duties as required.
KNOWLEDGE, ABILITIES & SKILLS	Knowledge of standard office policies, practices and procedures. Ability to learn, interpret and apply legal terminologies, documents and procedures. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records. Skill in the use and care of office machines and equipment.
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.
POLICE & COURT CLEARANCE REQUIREMENTS	A Police Clearance and Court Clearance, not older than thirty (30) days is required for all job announcements, at the expense of the applicant. This includes applicants who are not a current resident of Guam.
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.
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.