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

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Attorney General of Guam

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JOB ANNOUNCEMENT

LEGAL CLERK II **(Position Code No. 2.806)** **PAY GRADE/SALARY** **OPEN:** H-1, $26,520 P/A - H-10, $36,407 P/A **PROMOTION:** H-1, $26,520 P/A - H-18, $46,742 P/A	**ANNOUNCEMENT NO.** AG16-JA013 **AREA OF CONSIDERATION: OPEN** **APPLICATION WILL BE ACCEPTED FOR THE PERIOD:** **OPENS:** January 11, 2016 **CLOSES:** Continuous

QUALIFICATION REQUIREMENTS	One (1) year of experience as a Legal Clerk I or equivalent work; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.
NATURE OF WORK	This is complex paralegal clerical work. Employees in this class perform the full range of complex paralegal clerical duties, including independent work in specialized areas and may often serve as team or group leaders over less experienced clerical staff.
ILLUSTRATIVE EXAMPLE OF WORK	Prepares research reports, memoranda, subpoenas, notices, complaints, information, petitions, motions, and pleadings for the signature of the attorneys. Reviews documents and papers presented for court approval or signature for accuracy, proper form, and conformity with court decisions and procedures. Interviews witnesses relative to cases as directed. Informs all parties concerned relative to hearings and other aspects of case activities as directed. Prepares monthly/annual reports; compiles statistics on cases; and prepares and maintains records and cross index cards for all cases filed and/or tried in the courts. May lead the work of lower level clerks. May act as a language interpreter. Performs related duties as required.
KNOWLEDGE, ABILITIES & SKILLS	Knowledge of standard legal office clerical policies, practices and procedures. Knowledge of legal terminologies. Ability to collect and organize facts and evidence. Ability to prepare clear and concise reports. Ability to lead the work of others. Ability to work effectively, orally and in writing. Ability to maintain records.
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.
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 the Office of the Attorney General, document intake window, 7th floor, 590 S. Marine Corps Drive, Ste. 706, Tamuning, Guam 96913 between the hours of 8:00 a.m. - 5:00 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 on our website at www.guamag.org or email at hr@guamag.org.

JACQUELINE Z. CRUZ
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