



**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*

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*Chief of Staff*

<b>JOB ANNOUNCEMENT</b>	
<b>PARALEGAL II</b> <b>(Position Code No. 2.811)</b>  <b>PAY GRADE/SALARY</b>  <b>OPEN:</b> L-1, \$37,100 P/A - L-10, \$50,931 P/A <b>PROMOTION:</b> L-1, \$37,100 P/A - L-18, \$65,389 P/A	<b>ANNOUNCEMENT NO.</b> AG16-JA018  <b>AREA OF CONSIDERATION:</b> OPEN  <b>APPLICATION WILL BE ACCEPTED FOR THE PERIOD:</b> <b>OPENS:</b> January 11, 2016 <b>CLOSES:</b> Continuous
<b>QUALIFICATION REQUIREMENTS</b>	Three (3) years of experience in a paralegal position with a law office, court, or governmental agency employing persons in a paralegal capacity; or successful completion of all requirements for an LL.B, J.D., or higher degree from a law school recognized in the country in which it is located. <b>NOTE:</b> Successful completion of one full academic year of study in a paralegal or legal curriculum may be substituted for one year of experience.
<b>NATURE OF WORK</b>	This is complex paralegal work involved in performing several distinct, but related, functions such as research, compilation and annotation of codes, laws, opinions and court reports; drafting of simple pleadings; conducting interviews of witnesses and/or clients; managing a case system for one or more types of legal specialties within the Department of Law. Employees in this class perform the full range of paralegal duties, including independent work in specialized areas of the profession.
<b>ILLUSTRATIVE EXAMPLE OF WORK</b>	Researches, analyzes and indexes public laws for publication and placement in the proper permanent, codified law. Prepares updates of the laws, codes, and administrative rules of the government of Guam. Compiles existing laws for restatement in new forms of codification. Performs different types of legal research; organizes, analyzes, summarizes and compiles case information for case assessment, reporting trial or other such use as requested by the responsible attorney. Drafts bills, pleadings, resolutions, correspondence and other documents. Organizes and maintains case management systems as directed; for example all cases and their status in the area of child and spouse support. Conducts interviews for gathering of basic information. Answers questions from other government agencies and from the public matters with which employee is dealing. Performs related duties as required.
<b>KNOWLEDGE, ABILITIES &amp; SKILLS</b>	Knowledge of the principles, methods and practices of legal research. Knowledge of relevant law. Knowledge of administrative and court procedures. Ability to apply pertinent laws, rules and regulations. Ability to appraise and organize facts and to present evidence and material in effective written and oral form. Ability to draft simple affidavits, pleadings, stipulations, and other legal documents and to prepare appropriate correspondence. Ability to communicate effectively, orally and in writing. Ability to work effectively with employees, clients and the public. Ability to make clear and concise oral and written reports and maintain reports.
<b>MINIMUM EDUCATIONAL REQUIREMENTS</b>	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.
<b>DOCUMENTATION REQUIREMENTS</b>	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.
<b>SUITABILITY DETERMINATION FORM</b>	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.

<b>PROHIBITION PURSUANT TO P.L. 28-98</b>	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.
<b>EXAMINATION REQUIREMENTS</b>	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.
<b>INTERVIEWING PROCEDURES</b>	A personal interview or interview by telephone (if off-island) will be held by the Office for all eligible's referred via certification.
<b>EMPLOYMENT MEDICAL EXAMINATION</b>	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.
<b>WORK ELIGIBILITY</b>	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.
<b>DRUG SCREENING</b>	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.
<b>POLICE &amp; COURT CLEARANCE REQUIREMENTS</b>	If you are selected for this position, your selection will be <b>conditional</b> 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.
<b>VETERAN'S PREFERENCE</b>	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.
<b>WHERE TO APPLY</b>	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. <b>Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.</b>
<b>FOR MORE INFORMATION</b>	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 <a href="http://www.guamag.org">www.guamag.org</a> or email at <a href="mailto:hr@guamag.org">hr@guamag.org</a> .

  


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