



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

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JOB ANNOUNCEMENT

<p>WORD PROCESSING SECRETARY II (Position Code No. 0.233)</p> <p>PAY GRADE/SALARY</p> <p>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</p>	<p>ANNOUNCEMENT NO. AG16-JA015</p> <p>AREA OF CONSIDERATION: OPEN</p> <p>APPLICATION WILL BE ACCEPTED FOR THE PERIOD: OPENS: January 11, 2016 CLOSES: Continuous</p>
<p>QUALIFICATION REQUIREMENTS</p>	<p>Three (3) years of progressively responsible office typing and clerical or stenographic work, one year in the operation of word processor equipment and graduation from high school; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.</p>
<p>NATURE OF WORK</p>	<p>This is complex secretarial work involving the substantial operations of a word processing equipment. Employees in this class perform the full range of secretarial and office management duties <u>usually</u> serving as a secretary to a program administrator in a large and complex department/agency with many units and subdivisions and to an official Board, Commission or similar body; or in a legal, judicial or comparable office requiring knowledge of specialized terminology, procedures and other requirements.</p>
<p>ILLUSTRATIVE EXAMPLE OF WORK</p>	<p>Develops and implements office management procedures, practices and systems. Takes and transcribes minutes of official meetings such as Boards, Commissions and Councils; prepares summary of meetings. Receives visitors or callers and provides information or channels complaints or inquiries to proper sources; uses judgment in handling problems. Independently handles office details and prepares material for meetings for superior. Operates word processor, storing comprehensive information electronically and providing for text processing and other necessary operations; types memorandums, correspondence, reports, statistical papers and other materials; arranges materials in various formats using defined commands or defined machine codes to achieve a required effect; proofreads typed material in the video terminal and makes necessary corrections before the printing of document. Establishes and maintains various files for fast and easy maintenance and retrieval, using a displaywriter diskette or other appropriate devices; summarizes and prepares varied reports from information stored in the report pack or other similar devices. Keys in and stores on a diskette arithmetic instructions in the production of mathematical typing, such as budgets, financial reports, client bills and similar statistical material. Maintains records and prepares routine administrative reports. May supervise typing and clerical personnel. Performs related duties as required.</p>
<p>KNOWLEDGE, ABILITIES & SKILLS</p>	<p>Knowledge of the principles, practices and techniques used in the operation of word processing equipment. Knowledge of word processor capabilities. Knowledge of standard or appropriate specialized secretarial practices and procedures. Knowledge of standard business English, spelling, punctuation and grammar. Knowledge of appropriate specialized terminology relevant to the job. Ability to design or modify and implement appropriate office practices, procedures and systems. Ability to use initiative and judgment in handling office matters. Ability to interpret and apply pertinent organizational, procedural regulation and other work guidelines and requirements. Ability to exercise good judgment, courtesy and tact in receiving callers, in giving and obtaining information, and in making proper disposition of problems. Ability to evaluate operational effectiveness and recommend/implement changes to improve effectiveness. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare routine reports. Skill in the operation of a word processor equipment. Skill in transcribing a variety of oral dictation, such as official board or commission meetings and other standard and complex letters, reports or documents. Skill in typing accurately at a prescribed rate of speed. Skill in stenography may be required.</p>
<p>MINIMUM EDUCATIONAL REQUIREMENTS</p>	<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>
<p>DOCUMENTATION REQUIREMENTS</p>	<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>

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 .



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