



OFFICE OF THE ATTORNEY GENERAL
Government of Guam
Administration Division
590 S. Marine Corps Drive, Ste. 901
Tamuning, Guam 96913

Elizabeth Barrett-Anderson
Attorney General of Guam

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AMENDMENT OF JOB ANNOUNCEMENT

February 1, 2018

The following announcements have been amended:

Announcement #	Position Title	Open Date	Close Date
AG17-JA26	Accounting Technician II	8/30/2017	Continuous
AG16-JA020	Auditor II	1/29/2016	Continuous
AG17-JA27	Child Support Enforcement Officer I	8/30/2017	Continuous
AG17-JA28	Child Support Enforcement Officer II	8/30/2017	Continuous
AG16-JA023	Investigator I	2/19/2016	Continuous
AG16-JA034	Legal Clerk I	8/25/2016	Continuous
AG16-JA013	Legal Clerk II	1/11/2016	Continuous
AG17-JA29	Legal Secretary I	8/30/2017	Continuous
AG16-JA014	Legal Secretary II	1/11/2016	Continuous
AG16-JA031	Legal Secretary III	6/27/2016	Continuous
AG16-JA039	Notary Public Administrator	12/5/2016	Continuous
AG17-JA08	Paralegal I	4/17/2017	Continuous
AG16-JA018	Paralegal II	1/11/2016	Continuous
AG17-JA19	Process Officer I	6/16/2017	Continuous
AG17-JA20	Process Officer II	6/16/2017	Continuous
AG17-JA31	Program Coordinator II	11/20/2017	Continuous
AG17-JA25	Program Coordinator III	11/28/2017	Continuous
AG17-JA33	Records Management Officer	1/9/2018	Continuous

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AG17-JA24	Statistician II	8/25/2017	Continuous
AG17-JA32	Systems Programmer	1/02/2018	Continuous
AG16-JA015	Word Processing Secretary II	1/11/2016	Continuous

AMENDMENT

Closing date to read from “Continuous” to “**February 14, 2018**”.



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JOB ANNOUNCEMENT

<p><i>To establish a list for the position of</i> RECORDS MANAGEMENT OFFICER (Position Code No. 2.015)</p>		<p>ANNOUNCEMENT NO. AG17-JA33</p>
<p>PAY GRADE/SALARY</p> <p>OPEN: J-1, \$31,076 P/A - J-10, \$42,661 P/A PROMOTION: J-1, \$31,076 P/A - J-18, \$54,771 P/A</p>		<p>AREA OF CONSIDERATION: OPEN</p> <p>APPLICATIONS WILL BE ACCEPTED FOR THE PERIOD: OPENS: January 9, 2018 CLOSES: Continuous</p>
<p>QUALIFICATION REQUIREMENTS</p>	<p>A) One (1) year of experience in records management work and graduation from a recognized college or university with a bachelor's degree in business or public administration or related fields; or</p> <p>B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.</p>	
<p>NATURE OF WORK</p>	<p>Administers the records management program and activities involving the maintenance, retention and disposition of government records and documents.</p>	
<p>ILLUSTRATIVE EXAMPLE OF WORK</p>	<p>Administers the department/agency programs and activities involving the maintenance, retention and disposition of government records and documents. Establishes policies, procedures and related guidelines for the maintenance, retention and disposition of government records and documents. Reviews records and reports to ascertain accuracy as well as proper utilization of methods of sorting data through microfilming and other sources. Provides storage and protection for inactive records and documents. Prepares inventory and other administrative reports. Performs related duties as required.</p>	
<p>KNOWLEDGE, ABILITIES & SKILLS</p>	<p>Knowledge of the principles, practices, and techniques of records management. Ability to administer a records management program. Ability to interpret and apply pertinent laws, rules, regulations and other program guidelines. Ability to make work decisions in accordance with appropriate program guidelines. Ability to evaluate program effectiveness and recommend appropriate improvement. Ability to work effectively with the public and employees. Ability to communicate effectively orally and in writing. Ability to maintain records and prepare reports.</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>	
<p>PROHIBITION PURSUANT TO P.L. 28-98</p>	<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	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, 9 th floor, 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, 9th floor, Tamuning, Guam 96913



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