



# JUDICIARY OF GUAM



Administrative Office of the Courts

*Human Resources Office*

Guam Judicial Center · 120 W O'Brien Drive · Hagatna, GU 96910  
Telephone: (671)475-3399/3422/3239/3329 · Facsimile: (671) 477-3184

F. Philip Carbullido  
Chief Justice

Alberto C. Lamorena III  
Presiding Judge

Kristina L. Baird  
Administrator of the Courts

Barbara Jean T. Perez  
Human Resources Administrator

## OPEN / PROMOTIONAL JOB ANNOUNCEMENT TO ESTABLISH A LIST OF CERTIFIED ELIGIBLES

<b>POSITION TITLE:</b>  <b>COURT TRANSCRIBER</b>	<b>ANNOUNCEMENT NO.</b> 41-2020  <b>TYPE OF ANNOUNCEMENT:</b> FULL-TIME PERMANENT APPOINTMENT
<b>DEPARTMENT:</b> SUPERIOR COURT <b>DIVISION:</b> COURTS & MINISTERIAL	<b>APPLICATION WILL BE ACCEPTED FOR THE PERIOD:</b>
<b>PAY GRADE:</b> GPP-L-1 thru GPP-L-18 <b>SALARY:</b> \$37,100.00 thru \$65,389.00	<b>OPENS:</b> MARCH 3, 2020 <b>CLOSES:</b> CONTINUOUS UNTIL FILLED

### NATURE OF WORK

This is highly skilled, responsible technical clerical work whose primary functions are verbatim transcriptions of electronic recordation of judicial proceedings and/or hearings. Employees in this class perform a variety of tasks with minimal supervision to ensure maximum verbatim accuracy of transcriptions and must maintain a high standard of confidentiality in carrying out these tasks.

### MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

- Knowledge of format, style and written form of legal documents.
- Knowledge of English, spelling, punctuation and grammar.
- Knowledge of legal and other complex and technical terminology encountered during court proceedings.
- Knowledge of the courtroom operations, court rules, practices and procedures.
- Knowledge of statutes and rules related to confidentiality of proceedings, civil and criminal law terminology, procedures, rules and regulations.
- Ability to record, accurately transcribe and proofread at extended periods of time.
- Ability to respond to inquiries, and if necessary, draft appropriate correspondence concerning the inquiry of exhibits, transcripts and other related matters in a clear and concise manner.
- Ability to interpret oral and written instructions.
- Ability to operate and maintain electronic recording equipment, typewriter, computer and dictating/transcribing equipment.
- Ability to prepare special/statistical reports.
- Skilled at typing on a computer keyboard; or on an electronic typewriter.

### MINIMUM EXPERIENCE AND TRAINING

Graduation from high school or G.E.D. equivalent, plus four (4) years of secretarial experience of which two (2) years must be in transcription work.

### NECESSARY SPECIAL QUALIFICATION

Must take and pass the required employment examination for the Court Transcriber position.

### RATING AND SELECTION FACTORS

Candidates will be considered and selected based on merit without discrimination because of age, disability, equal pay/compensation, genetic information, harassment, national origin, pregnancy, race/color, religion, retaliation, sex, sexual harassment and any other classification protected by law. Evaluation will be based on the candidate's education, experience, and training as evidenced in the submitted application for employment form.

### EXAMINATION REQUIREMENTS

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 coordinated by the Human Resources Office for all eligibles referred via certification.

*"The Judiciary of Guam is an equal opportunity provider and employer."*

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<b>PROHIBITION PURSUANT TO P.L. 28-98</b>	No person convicted of sex offense under the provision 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>DRUG SCREENING</b>	Applicants selected for employment with the Judiciary of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Testing Designated Positions (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.
<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>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 within six (6) months from date of hire.
<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>DISABILITY PREFERENCE</b>	Title 4 Guam Code Annotated §4104 provides for five (5) preferential points for applicants who are residents of Guam and are physically or mentally impaired, but are physically and mentally able to perform efficiently and safely the duties of the job being applied for. Applicants claiming points for disability preference must submit a Certification of Disability from the Department of Integrated Services for Individuals with Disabilities, Division of Vocational Rehabilitation.
<b>EDUCATION</b>	All applicants must provide proof of acquired education by submitting a copy of his/her high school diploma or General Education Development (G.E.D.) or college diploma and/or official transcripts.
<b>POLICE AND COURT CLERANCE REQUIREMENTS</b>	Police and Court Clearances are required upon selection and conditional offer of employment.
<b>WHERE TO APPLY</b>	Applicants can obtain and <b>must</b> submit an <b>"Application for Employment"</b> form to : Human Resources Office, Judiciary of Guam, Guam Judicial Center, 120 West O'Brien Dr. Hagatna, Guam 96910. <b>The Application for Employment form is also available on the Judiciary of Guam's website at <a href="http://www.guamcourts.org">www.guamcourts.org</a>.</b>
<b>AMERICANS WITH DISABILITIES ACT (ADA) &amp; EQUAL EMPLOYMENT OPPORTUNITY (EEO)</b>	<p>The Judiciary of Guam complies with the Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Individuals with disabilities requiring special accommodations or assistance should contact Ms. Linette M. Perez, Program Coordinator IV, at 475-3374 or via email at <a href="mailto:lperez@guamcourts.org">lperez@guamcourts.org</a> prior to any scheduled examinations or interviews.</p> <p>In accordance with the Judiciary's EEO Plan, as approved by the U.S. Department of Justice, Office for Civil Rights, applicants may obtain a copy of the EEO Plan from the EEO Office upon request.</p>
<b>FOR MORE INFORMATION</b>	For additional information, please call the Human Resources Office at 475-3399/3329/3422 or email <a href="mailto:hr@guamcourts.org">hr@guamcourts.org</a> .

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**KRISTINA L. BAIRD**  
Administrator of the Courts