JUDICIARY OF GUAM

Administrative Office of the Courts
Human Resources Office
Guam Judicial Center · 120 W OBrien 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

POSITION TITLE:

PROGRAM COORDINATOR II

DEPARTMENT: ADMINISTRATIVE OFFICE OF THE COURTS
DIVISION: COURT ADMINISTRATIVE SERVICES

PAY GRADE: GPP-L-1 thru GPP-L-18
SALARY: $37,100.00 thru $65,389.00

ANNOUNCEMENT NO. 01-2021

TYPE OF ANNOUNCEMENT:
FULL-TIME PERMANENT APPOINTMENT

APPLICATION WILL BE ACCEPTED FOR THE PERIOD:

OPENS: SEPTEMBER 3, 2021
CLOSES: SEPTEMBER 17, 2021

COVID-19 MEASURES

The Human Resources Office will continue to limit in-person contact as much as possible and resolve matters by using available technologies, including alternative means of filing, teleconferencing, videoconferencing (e.g., Zoom), and use of email, except when it is not practicable to do so or it would contravene the protection of constitutional rights.

SUBMISSION OF APPLICATIONS:

Application for Employment forms are available on the Judiciary of Guam's website at www.guamcourts.org.

Applications must be submitted within the job announcement period indicated above by the following methods:

1. E-mail to the Human Resources Office at hr@guamcourts.org;
2. Place in the Human Resources Drop Box located in the front of the Guam Judicial Center Main Entrance, 120 West O'Brien Drive, Hagatna, Guam; or
3. Mail via Postal System to the Human Resources Office, Judiciary of Guam, Guam Judicial Center, 120 West O'Brien Dr. Hagatna, Guam 96910.

INTERVIEW PROCESS:
The Human Resources Office will coordinate interviews for eligible applicants referred through certification. Interviews will be conducted through teleconference, virtual conference or in-person.

NATURE OF WORK	This is moderately complex technical work involved in planning, developing, implementing or coordinating federally funded or local programs and projects. Employees in this class perform moderately complex technical duties independently on an on-going basis and participates in the full range of complex technical duties under close supervision.
MINIMUM KNOWLEDGE, ABILITIES AND SKILLS	• Knowledge of the principles and practices of modern public administration. • Ability to interpret and apply pertinent program policies, rules and regulations. • Ability to apply bookkeeping principles and compilation or statistics. • Ability to plan, develop, implement and coordinate federally funded or local projects and programs. • Ability to make work decisions in accordance with appropriate program guidelines. • Ability to work effectively with the public and employees. • Ability to communicate effectively, orally and in writing. • Ability to maintain records and prepare reports.
MINIMUM EXPERIENCE AND TRAINING	(A) One year of experience in planning, developing, coordinating and implementing programs or projects or closely related work and graduation from a recognized college or university with a Bachelor's degree; or (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.
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.

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

EVALUATION METHOD	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.
PROHIBITION PURSUANT TO P.L. 28-98	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.
DRUG SCREENING	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.
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.
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 within six (6) months from date of hire.
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.
DISABILITY PREFERENCE	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.
EDUCATION	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.
POLICE AND COURT CLEARANCE REQUIREMENTS	Police and Court Clearances are required upon selection and conditional offer of employment.
AMERICANS WITH DISABILITIES ACT (ADA) & EQUAL EMPLOYMENT OPPORTUNITY (EEO)	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. Dawn R.S. Blas, Judicial Educator, at 475-3191 or via email at dblas@guamcourts.org prior to any scheduled examinations or interviews. In accordance with the Judiciary's EEOP Utilization Report, as approved by the U.S. Department of Justice, Office for Civil Rights, applicants may obtain a copy of the Utilization Report from the EEO Office upon request.
HOW TO FILE AN EEO COMPLAINT	Applicants or candidates who believe they have been discriminated against based on an EEO Protected Classification, may file a complaint with the Judiciary's EEO Office. A complaint form is available on the Judiciary website at www.guamcourts.org, on the Judiciary's Intranet, or at the Judiciary's EEO Office.
FOR MORE INFORMATION	For additional information, please call the Human Resources Office at 475-3399/3329/3422 or email hr@guamcourts.org.

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