



JUDICIARY OF GUAM

Administrative Office of the Courts

Human Resources Office

Guam Judicial Center · 120 W OBrien Drive · Hagatna, GU 96910

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Hon. Robert J. Torres
Chief Justice

Hon. Alberto C. Lamorena III
Presiding Judge

Danielle T. Rosete, Esq.
Administrator of the Courts

Barbara Jean T. Perez
Human Resources Administrator

JOB ANNOUNCEMENT TO ESTABLISH A LIST

POSITION TITLE: VOLUNTEER DEPUTY MARSHAL RESERVE	ANNOUNCEMENT NO. 81-2023 APPLICATION WILL BE ACCEPTED FOR THE PERIOD: OPENS: MARCH 14, 2023 CLOSES: CONTINUOUS UNTIL FILLED
DEPARTMENT: ADMINISTRATIVE OFFICE OF THE COURTS DIVISION: MARSHAL SERVICES COMPENSATION: \$500.00 monthly stipend REQUIRED HOURS: 42 hours per month	

NATURE OF WORK

This is professional entry level marshal work which involves the enforcement and execution of judicial orders and assigned law enforcement duties. Under the guidance and direction of a senior marshal, a Volunteer Deputy Marshal will initially undergo on-the-job training on marshal services to include orientation on standard operating procedures, rules, regulations, and administrative policies pertinent to investigation, surveillance, detection, communications equipment and court security. Work assignments are reviewed after completion for soundness of actions taken, compliance with court instructions, or conformity to court established procedures, administrative policies and applicable laws.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

- Ability to exercise sound discretion and initiative in the performance of duties.
- Ability to learn, interpret and apply pertinent laws, regulations, policies and procedures or other guidelines.
- Ability to enforce laws, regulations and other directives of the court.
- Ability to learn and use micro-computer with all applicable software.
- Ability to understand and follow oral and written instructions.
- Ability to act quickly and calmly in emergencies.
- Ability to work effectively with the public and the employees.
- Ability to communicate effectively, orally and in writing.
- Ability to work long hours and withstand physical strains.
- Skill in the use, handling, and maintenance of a firearm.
- Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING

Graduation with a Certificate in Basic Law Enforcement (inclusive of 45-66 credit hours) from a recognized college or equivalent law enforcement academy, plus one (1) year of experience in the legal or law enforcement field.

1. Possession of a valid firearms permit;
2. Possession of a valid chauffeur's license; and
3. Successful completion and passing of the P.O.S.T. Physical Fitness Requirement Testing, P.L.32-232*

*The position of Volunteer Deputy Marshal Reserve requires that all applicants must meet the minimum experience and training, as certified by the Human Resources Office prior to undertaking the P.O.S.T. Physical Fitness Requirement Testing.

P.O.S.T. Public Law 32-232 & 34-49 Requirements:

NECESSARY SPECIAL QUALIFICATIONS

1. All applicants must provide proof of satisfactorily passing an exam or course evidencing proficiency in reading and writing in English administered by an institution recognized or sanctioned by the P.O.S.T. Commission.

2. An official transcript from an accredited college or university (i.e. University of Guam or Guam Community College) that reflects passing grades for the required courses or the passing results of an English Reading or Writing Placement Test administered by an accredited college or university. All associated fees are the responsibility of the applicant taking the required courses or placement test.

*Proof of meeting the above stated requirement is required upon submission of job applications; applicants that do not have proof attached will not be accepted.

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

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.
INTERVIEWING PROCEDURES	A personal interview or interview by telephone (if off-island) will be coordinated by the Human Resources Office for all eligible's referred via certification.
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.
PEACE OFFICERS STANDARD PREFERENCE	If you are applying for a position as a Marshal or a Probation Officer and have met the minimum experience and training requirements, you may be eligible for preference points. To claim preference points, you must submit a copy of your certificate of completion of the Peace Officer Standard and Training Commission Academy pursuant to 17 GCA §32201.
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 CLERANCE REQUIREMENTS	All applicants are required to submit a current Police and Court Clearance valid within 30 days from the opening date of the Job Announcement.
WHERE TO APPLY	Applicants must submit a " Volunteer Deputy Marshal Application Form " to: Human Resources Office, Judiciary of Guam, Guam Judicial Center, 120 West O'Brien Dr. Hagatna, Guam 96910. The Application for Employment form is also available on the Judiciary of Guam's website at www.guamcourts.org. Your application may be submitted via the following methods: <ol style="list-style-type: none">1. Deliver in-person to the HR Office;2. Email to hr@guamcourts.org; or3. Mail via Postal System to the Human Resources Office, Judiciary of Guam, Guam Judicial Center, 120 West O'Brien Dr. Hagatna, Guam 96910.
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. Lina P. Taitingfong, EEO Officer, at 475-3374 or via email at ltaitingfong@guamcourts.org prior to any scheduled examinations or interviews. 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.
HOW TO FILE A 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 Officer. 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.
INTERVIEW PROCESS	The HR Office will coordinate interviews for eligible applicants referred through certification. Interviews will be conducted through teleconference, virtual conference or in-person.
FOR MORE INFORMATION	For additional information, please call the Human Resources Office at 475-3399/3329/3422 or email hr@guamcourts.org


DANIELLE T. ROSETE, ESQ.
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