



# Judiciary of Guam

Administrative Office of the Courts  
Human Resources Office

Guam Judicial Center • 120 West O'Brien Dr • Hagåtña, Gu. 96910  
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DANIELLE T. ROSETE, ESQ.  
ADMINISTRATOR OF THE COURTS

HON. ROBERT J. TORRES  
CHIEF JUSTICE

HON. ALBERTO C. LAMORENA, III  
PRESIDING JUDGE

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

<b>POSITION TITLE:</b>  <b>CIVIL CASE MANAGER</b>		<b>ANNOUNCEMENT NO. 43-2025</b>
<b>DEPARTMENT:</b>	ADMINISTRATIVE OFFICE OF THE COURTS	<b>TYPE OF ANNOUNCEMENT:</b> FULL-TIME PERMANENT APPOINTMENT  <b>APPLICATION WILL BE ACCEPTED FOR THE PERIOD:</b>  <b>OPENS:</b> JULY 25, 2025 <b>CLOSES:</b> AUGUST 7, 2025
<b>DIVISION:</b>	COURTS & MINISTERIAL	
<b>PAY GRADE:</b> <b>SALARY:</b>	GPP-P (22%)-I thru GPP-P (22%)-18 \$67,695.36 thru \$119,313.56	

### NATURE OF WORK

This professional and highly responsible position is assigned to manage civil and domestic cases for the Superior Court of Guam using benchmark case management techniques to promote case progression and disposition. This includes assisting the Courts and Ministerial Division in scheduling and monitoring compliance with requirements for handling civil and domestic cases under the Guam Code Annotated, Guam Rules of Civil Procedure, Local Rules of Court and Administrative Rules.

### MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of legal terminology and legal format.
- Thorough knowledge of legal secretarial practices and procedures.
- Thorough knowledge of business English, spelling, punctuation, and arithmetic.
- Knowledge of court case management principles.
- Knowledge of Microsoft Office, including Microsoft Word, Excel, and PowerPoint.
- Knowledge of courtroom protocol.
- Ability to develop, layout, and implement clerical procedures and operations from general instructions and guidelines.
- Ability to make routine decisions by established policies and procedures.
- Ability to compose correspondence on routine matters and to perform everyday tasks without referral to supervision.
- Ability to operate a personal computer, typewriter, word processor, data entry equipment, and other standard office equipment accurately and rapidly.
- Ability to maintain confidentiality and discretion concerning case management.
- Ability to maintain a professional demeanor and work efficiently with judicial officers, officials, attorneys, self-represented litigants, the public, and employees.
- Ability to identify problems and make recommendations for improvements.
- Ability to conduct meetings and make formal presentations.
- Ability to establish work priorities and meet deadlines.
- Ability to analyze data and case information.
- Ability to communicate clearly and concisely, orally and in writing.
- Excellent customer service skills.

### MINIMUM EXPERIENCE AND TRAINING

Graduation from a recognized college or university with a Bachelor's degree in public or business administration, criminal justice, English, pre-law or a closely related field, plus four (4) years of professional experience as a Paralegal or equivalent work.

### EDUCATIONAL REQUIREMENTS PURSUANT TO 4 GCA § 4101 (c)(1)

Applicants must possess a high school diploma or show successful completion of a General Educational Development (GED) Test, or any equivalent of a general education high school program, apprenticeship program or successful completion of a certification program, from a recognized accredited or certified technical institution, in a specialized field required for the job.

### DOCUMENTATION REQUIREMENTS

To validate credentials, (e.g., Diploma/G.E.D., Certificate, College Transcript and/or licenses), an original or certified copy must accompany each employment application with the applicant's legal signature. Proof of certification must be provided to the HR Office within five (5) workdays from the date of the eligibility notice. Applicants shall be responsible to provide all required documents for each employment application and failure to provide proof may result in disqualification for employment consideration.

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

<b>RATING AND SELECTION FACTORS</b>	Candidates will be considered and selected based on merit except where a bona fide occupational qualification ("BFOQ") exists, without discrimination based on race, color, national origin, age, religion, disability, genetic information, pregnancy, sex (including gender identity, or expression), sexual orientation, ancestry, honorably discharged veteran or military status, or any other protected classification under Federal or Guam EEO laws. Evaluation will be based on the candidate's education, experience and training as evidenced in the submitted application for employment form. A BFOQ is a selective factor, such as sex or age, that is required for a job that would otherwise be considered discrimination if it were not necessary to perform the job in question.
<b>EVALUATION METHOD</b>	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. A qualification test is not required to be certified eligible for the position, but the interview may consist of oral and /or written questions.
<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>POLICE AND COURT CLEARANCE REQUIREMENTS</b>	<p>Non-law enforcement positions: If selected for this position, your selection will be conditional pending submission of a current police and court clearance. Applicant will have ten (10) workdays from the date of the Notification of Selection Letter to submit police and court clearance. The clearances should be issued within thirty (30) days from the submission date of your application. The cost of the clearances is the applicant's responsibility.</p> <p>Law enforcement positions: a current police and court clearance should be issued within thirty (30) days from the submission date of your application. The cost of the clearances is the applicant's responsibility. Failure to submit may disqualify your application from employment consideration.</p>
<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. Elaine M.P. Naputi, EEO Officer, at (671) 475-3396 or via email at enaputi@guamcourts.gov prior to any scheduled examinations or interviews.</p> <p>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.</p>
<b>HOW TO FILE AN EEO COMPLAINT</b>	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 <a href="http://www.guamcourts.org">www.guamcourts.org</a> , on the Judiciary's Intranet, or at the Judiciary's EEO Office.
<b>HOW AND WHERE TO APPLY</b>	<p>Interested applicants may call or visit the Human Resources Office at the San Ramon Building, 115 San Ramon St. Hagatna, between 8:00 am – 12:00 pm / 1:00 pm – 5:00 pm Monday through Friday, excluding holidays. The Application for Employment form may also be obtained on the Judiciary's website at <a href="http://www.guamcourts.org">www.guamcourts.org</a>.</p> <p>Your application must be submitted within the job announcement period indicated via the following methods:</p> <ol style="list-style-type: none"><li>1. Deliver in-person to the HR Office;</li><li>2. Email to <a href="mailto:hr@guamcourts.gov">hr@guamcourts.gov</a>; or</li><li>3. Mail via Postal System to the Human Resources Office, Judiciary of Guam, Guam Judicial Center, 120 West O'Brien Dr. Hagatna, Guam 96910.</li></ol>
<b>INTERVIEW PROCESS</b>	The HR Office will coordinate interviews for eligible applicants referred through certification. Interviews will be conducted through teleconference, virtual conference or in-person.
<b>FOR MORE INFORMATION</b>	For additional information, please call the Human Resources Office at (671) 475-3399/3329/3422 or email <a href="mailto:hr@guamcourts.gov">hr@guamcourts.gov</a> .

  
SARAH G. ELMORE-HERNANDEZ  
Acting Administrator of the Courts