



HON. ROBERT J. TORRES  
CHIEF JUSTICE

HON. ALBERTO C. LAMORENA, III  
PRESIDING JUDGE

# Judiciary of Guam

Administrative Office of the Courts  
Human Resources Office

Guam Judicial Center • 120 West O'Brien Dr • Hagåtña, Gu. 96910  
Tel: (671) 475-3239/3344 • Fax: (671) 477-8520



DANIELLE T. ROSETE, ESQ.  
ADMINISTRATOR OF THE COURTS

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

<b>POSITION TITLE:</b>  <b>COURT REPORTER SUPERVISOR</b>		<b>ANNOUNCEMENT NO. 42-2025</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>	GPP-O (22%)-1 thru GPP-O (22%)-18	
<b>SALARY:</b>	\$60,874.34 thru \$107,290.46	

### NATURE OF WORK

This is highly responsible supervisory work which involves managing the day-to-day operations of the Court Reporter's Unit within the Courts and Ministerial Division. Under the direction of the Clerk of Court, employee in this class perform complex supervisory duties in overseeing court transcribers responsible for accurate verbatim transcriptions of all electronic recordings of judicial proceedings and/or hearings; monitoring appellate notices and preparing declaration/affidavit in support motion for extension of time to file appeal transcripts in accordance with Rules of Appellate Procedures.

### MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of courtroom activities, procedures and operations.
- Knowledge of statutes and rules relating to confidentiality of proceedings, civil and criminal law terminology involving procedures, rules and regulations.
- Knowledge of the Rules of Appellate Procedures, Criminal Process and Guam Code Annotated (GCA).
- Knowledge of the court's function, practices and procedures including a working knowledge of procedures and responsibility of the reporter in the appellate process.
- Knowledge of legal English, grammar, punctuation and spelling.
- Ability to interpret and follow oral and/or written instructions.
- Ability to evaluate operational effectiveness and recommend/implement changes in unit, policies and procedures to improve effectiveness.
- Ability to respond to inquiries and if necessary, draft appropriate correspondence concerning the inquiry for exhibits, transcripts and other related matters in a clear and concise manner.
- Ability to exercise tact, patience and remain impartial during heated arguments and stressful conditions.
- Ability to monitor and evaluate job performance of subordinate personnel.
- Ability to operate recording and transcription equipment or typewriter, word processor and dictating equipment accurately and skillfully.
- Ability to establish and maintain effective working relationships with others.
- Ability to transcribe and/or proofread for extended periods of time.
- Skilled in reporting verbatim testimony and in translating into accurate transcripts; typing and preparing transcripts for appeals proceeding.
- Skilled at typing a minimum rate of 75 net words per minute on a computer keyboard or 65 net words per minute on an electronic typewriter.
- Ability to maintain records and prepare reports.

<b>MINIMUM EXPERIENCE AND TRAINING</b>	Graduation from high school or G.E.D. equivalent, plus five (5) years of work experience as a Court Transcriber inclusive of one (1) year supervisory experience.
<b>NECESSARY SPECIAL QUALIFICATION</b>	Must be able to type a minimum of 75 net words per minute on a computer keyboard, or 65 net words per minute on an electronic typewriter.
<b>EDUCATIONAL REQUIREMENTS PURSUANT TO 4 GCA § 4101 (c)(1)</b>	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.
<b>DOCUMENTATION REQUIREMENTS</b>	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 <a href="mailto:enaputi@guamcourts.gov">enaputi@guamcourts.gov</a> 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> .

  
**DANIELLE T. ROSETE**  
Administrator of the Courts