



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



Katherine A. Maraman
 Chief Justice

Alberto C. Lamorena III
 Presiding Judge

John Q. Lizama
 Administrator of the Courts

Barbara Jean T. Perez
 Human Resources Administrator

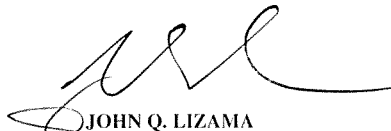
OPEN/PROMOTIONAL JOB ANNOUNCEMENT TO ESTABLISH A LIST OF CERTIFIED ELIGIBLES

POSITION TITLE:		ANNOUNCEMENT NO. 45-2019
TRAFFIC VIOLATIONS BUREAU CLERK		TYPE OF ANNOUNCEMENT: FULL-TIME PERMANENT APPOINTMENT
DEPARTMENT:	SUPERIOR COURT	APPLICATION WILL BE ACCEPTED FOR THE PERIOD:
DIVISION:	COURTS & MINISTERIAL	
PAY GRADE:	GPP-Q-1 thru GPP-Q-18	OPENS: FEBRUARY 15, 2019
SALARY:	\$60,482.00 thru \$106,599.00	CLOSES: FEBRUARY 28, 2019

NATURE OF WORK	This is complex court administrative work which involves planning, organizing and managing the operations, program and activities of the Traffic Violations Bureau and the Small Claims Unit. An employee of this class serves to exercise discretionary judgment in the application of decision-making skills in conformance to applicable statutes, regulations, court policies and procedures.	
KNOWLEDGE, ABILITIES, AND SKILLS	<ul style="list-style-type: none"> • Knowledge of court procedures and policies, legal documents, laws and other legal factors pertaining to the court. • Knowledge of the organization, operations, functions and scope of authority of the Traffic Violations Bureau. • Knowledge of the Civil Procedure that dictate the procedures and regulations of the Small Claims Unit. • Ability to interpret and apply pertinent laws, regulations, policies, procedures and other program guidelines. • Ability to analyze and interpret statistical data and make recommendations regarding bureau activities. • Ability to make work decisions in accordance with appropriate program guidelines. • Ability to evaluate operational effectiveness and recommend/implement changes in the organization, policies and procedures to improve effectiveness. • Ability to work effectively with the public and employees. • Ability to maintain records and prepare reports. 	
MINIMUM EXPERIENCE AND TRAINING	<p>(A) Graduation with a Bachelor's degree from a recognized college or university in Criminal Justice, Political Science, Business or Public Administration or closely related field, plus five (5) years of experience in traffic court and small claims inclusive of one (1) year supervisory experience; or</p> <p>(B) Any acceptable equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.</p>	
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	A written test is not required. 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.	
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.	

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

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 may 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.
WHERE TO APPLY	Applicants can obtain and <u>must</u> submit an "Application for Employment" 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.
FOR MORE INFORMATION	For additional information, please call the Human Resources Office at 475-3399/3329/3422.
AMERICANS WITH DISABILITIES ACT (ADA) & EQUAL EMPLOYMENT OPPORTUNITY (EEO)	<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 lperez@guamcourts.org 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>


JOHN Q. LIZAMA
 Administrator of the Courts