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## **JOB ANNOUNCEMENT**

### **"OPEN COMPETITIVE EXAMINATION"**

TO ESTABLISH A LIST FOR THE POSITION OF:

### **CLERK II**

**SALARY:** Open: D-2 \$19,761 P/A - D-10, \$26,138 P/A  
Prom: D-2 \$19,761 P/A - D-18, \$33,558 P/A

**Announcement No: GGRF-23-02**

**Opening Date: JANUARY 12, 2023**

**Closing Date: JANUARY 26, 2023**

**WHO CAN APPLY:** Open to all government of Guam employees and the public.

**NATURE OF WORK:** This is moderately complex clerical work. Tasks performed involve a large number of routine clerical duties in several different clerical functions which require several weeks to learn. Employees in this class perform assigned tasks within the prescribed or well-established procedures. Where work is more repetitive, more responsibility is placed on final action.

**ILLUSTRATIVE EXAMPLES OF WORK:** *(Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)* Interviews patient or representative to obtain information needed in completing the patient history sheet, and completes all required admission forms; types addressograph plate and I.D. band for the patient; to assigned room or ward, escort patient or arranges for escort to assigned room or ward; types admission and discharge records and routes to designated departments; types patient listings; maintains admission and discharges ledgers; receives payments/deposits from patients; compiles data for occupancy and census records. Gives out and receives applications for employment; reviews application forms and supporting documents for completeness of identifying and other basic information; have new employees complete employment forms, i.e., insurance, retirement, income tax; files personnel actions and other documents in the employee's jacket; files job announcements; types personnel actions forms, eligibility and certification lists; maintains and updates employee service cards. Registers new students; complete all necessary forms for students transferring or withdrawing; types student roster; takes and maintains accurate inventory of books; maintains files of student records; sells lunch tickets, prepares tickets for free meal, and prepares cash collection field receipts. May perform simple typing of standard forms or letters and operate other office machines. Performs related duties as required.

**KNOWLEDGE, ABILITIES, AND SKILLS:** Knowledge of general office practices and procedures. Ability to learn moderately complex clerical tasks and to adhere to prescribed procedures. Ability to understand and follow moderately complex oral and written instructions. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare routine reports. Ability to operate common office machines, including typewriter, may be required for certain assignments.

#### **QUALIFICATION REQUIREMENTS:**

- A. One year of clerical experience; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**MINIMUM EDUCATIONAL REQUIREMENTS:** All applicants shall be required to have a high school diploma or equivalent as allowed by P.L. 29-113 when applying for a position. Applicants claiming degrees or credit hours are required to provide an official or verified copy of their transcripts, high school diploma, or GED certification.

**EXAMINATION REQUIREMENTS:** A written examination is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

**PURSUANT TO PUBLIC LAW 28-98:** "No person convicted of a sex offense under the provisions 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."

**INTERVIEW PROCEDURES:** A panel interview or interview by telephone (if off-island) will be held by the appointing authority or his/her designee for all eligible referred via certification.

**PRE-EMPLOYMENT MEDICAL EXAMINATION:** All applicants accepting employment with the Government of Guam Retirement Fund must undergo and pass an entry Physical Examination as a condition of continued employment. Expenses for the physical/medical examination must be paid by the applicant.

**WORK ELIGIBILITY:** Public Law 99-603 (8 USC Section 132A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam Retirement Fund requires:

- \* Certified Birth Certificate
- \* U.S. Passport
- \* Naturalization Card
- \* Government of Guam I.D. Card
- \* Original Social Security Card
- \* Other proof of work eligibility

**DRUG SCREENING:** All applicants tentatively selected for this position will be required to submit to a mandatory urinalysis to screen for illegal drug use prior to appointment. This also applies to employees selected for Testing Designated Position (TDP). Failure to submit or pass such pre-employment drug test requirement shall be handled as a disqualification and grounds for rescinding the offer of appointment.

**POLICE & COURT CLEARANCE REQUIREMENTS:** Pursuant to Public Law 34-22 - Fair Chances Hiring Process Act, if selected for and offered employment with the Government of Guam, your selection will be conditional pending submission of a recent police and court clearance. The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit your police and court clearances. Clearances must not be more than one (1) month old. The cost of the clearances is your responsibility. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

**SUITABILITY DETERMINATION FORM:** Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If this is not complete, or missing from your application, your application for the position will be rejected.

**DISABILITY PREFERENCE:** Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification form, certified by the Director of Public Health and Social Services.

**VETERANS PREFERENCE:** Applicants claiming veteran's preference are required to provide a copy of their DD-214 (Military discharge form). Verification from the Veteran's Administration is requested for those applicants claiming compensable disability.

**HOW AND WHERE TO APPLY:** Applicants can obtain an "Application for Employment" form from the Director's Office 1<sup>st</sup> Floor, Retirement Fund Office in Maite, or download the application from the Fund's website at [www.ggrf.com](http://www.ggrf.com). Applications must be submitted to the Director's Office, 1st Floor, Government of Guam Retirement Fund on or before 5pm on the date of closing.

For further information, call or contact us at the Administrative Services Division at 475-8937 or 475-8900.

  
**PAULA M. BLAS**  
Director, Retirement Fund

***"WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER"***