

424 Route 8
Maite, Guam 96927
Tel: 671.475-8900
Fax: 671.475-8922



GOVERNMENT OF GUAM
RETIREMENT FUND
STABILITY • SECURITY • REWARDS



JOB ANNOUNCEMENT

"OPEN COMPETITIVE EXAMINATION"

TO ESTABLISH A LIST FOR THE POSITION OF:

SECRETARY I (TYPIST)

SALARY: Open: G-1 \$30,169 P/A - G-10, \$41,417 P/A
Prom: G-1 \$30,169 P/A - G-18, \$53,174 P/A

Announcement No: GGRF-24-04

Opening Date: February 06, 2024
Closing Date: February 19, 2024

NATURE OF WORK: This is secretarial work but without the shorthand skills requirement. Employees in this class usually work for the administrator of a major unit, division, or smaller department and assist the superior, using individual judgment and initiative, in a variety of office clerical activities and coordinating functions in providing clerical assistance. Such responsibilities require an understanding of the functions of the unit and its overall relationship to others organizationally. Instructions are received in the form of a suggestion or general outlines of desired objectives. Employees are expected to carry the assignments through to completion under minimal supervision. Work requires reference to form, arrangement, and spacing.

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.)* Types reports, correspondences, and other material involving considerable use of judgment as to form, arrangement, and spacing; makes extensive changes under general instruction; Sets up and maintains standard office files and records; takes inventories and orders office supplies; processes purchase requisitions, personnel and other records and forms; relieves supervisor of all clerical details on minor administrative matters; Takes care of various details so that the superior may make maximum effective use of time without unnecessary delay or interruption; Answers phone calls; greets visitors; answers inquiries regarding unit services and provides general information about the department; maintains appointment calendar for superior; Receives and reviews incoming mail; routes mail to proper persons; May supervise a few clerical personnel; Performs related duties as required.

KNOWLEDGE, ABILITIES, AND SKILLS: Knowledge of standard Business English, spelling, punctuation, and grammar; Knowledge of office practices, procedures and equipment; Ability to type technical reports, manual, correspondences and other material with involved corrections and insertions or other elements requiring special spacing and prepare finished copy in appropriate style, arrangement, and format; Ability to perform office management functions for a moderately complex office, and to modify and implement appropriate office practices, procedures and systems; Ability to learn and apply organizational and procedural guidelines of the office; Ability to use initiative and judgment in handling office matters for the supervisor; Ability to exercise good judgment, courtesy, and tact in receiving office callers, in giving and obtaining information, and in making proper disposition of problems; Ability to communicate effectively, orally and in writing; Ability to work effectively with employees and the public; Skill in typing accurately at a prescribed rate of speed.

QUALIFICATION REQUIREMENTS:

- A. Two (2) years of typing and office clerical work and completion of a one-year secretarial diploma course (w/o shorthand) from a recognized business college or comparable learning institution, and graduation from high school; or
- B. Three (3) years of typing and clerical work, and graduation from high school; or
- C. 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 1st Floor, Retirement Fund Office in Maite, or download the application from the Fund's website at 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"