



OFFICE OF PUBLIC ACCOUNTABILITY

Job Announcement

Doris Flores Brooks
Public Auditor

OPEN COMPETITIVE EXAMINATION To establish a list for the position of

CLERK III

(Part-Time Limited Term Appointment)

Announcement Number: OPA 17-04

Open: Monday, April 10, 2017

Close: Monday, May 1, 2017

Pay Grade: OPEN: E-01; \$21,095 P/A – E-07; \$26,369 P/A
PROMOTION: E-01; \$21,095 P/A – E-18; \$37,180 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam retirement, please visit www.ggrf.com. For other inquiries, please visit Department of Administration website www.hr.doa.guam.gov.

Who Can Apply

Open to all Government of Guam employees and the public.

Necessary Special Qualification

Possession of a valid driver's license may be required.

Qualification Requirements

Two (2) years of office clerical experience; or

Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Nature of Work

This is complex and varied clerical work. Employees in this class perform several moderately complex substantive clerical transactions with involved procedures and steps performed in a variety of sequences. Work may involve leading subordinate clerical employees.

Illustrative Examples of Work

Establishes and maintains the large and complex files of the Office of Public Accountability consisting of administrative files, audit files, various registers and log books; locates and files audit and administrative records, receives various documents, may process financial transactions. Maintains records of purchase orders, follows up on outstanding purchase orders; receives and issues supplies, and conducts equipment and other inventory. May lead the work of lower level clerical personnel. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of office practices and procedures. Ability to learn and apply complex rules, regulations and related guidelines. Ability to make arithmetic computations. 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 type and operate standard office machines may be required for certain assignments. Ability to lead the work of others may be required for certain assignments.

Educational and Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency.

Employment in the service of the Government of Guam shall have as a reasonable measure of job performance, the minimum educational requirement of high school diploma or a successful completion of a General Educational Development (GED) Test, or any equivalent of a general education high school program, or a successful completion of a certificate program from a recognized accredited or certified vocational technical institution, pursuant to Public Law 29-113. For more information, please contact the Office of Public Accountability at 671-475-0390.

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a 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.

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 their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his or her designee for all eligible referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Test Designated Positions (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). 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 police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified on your start date.

Letter of Interest and Resume

Submit a letter of interest and latest resume along with job application.

Where to Apply

Submit job applications at the Office of Public Accountability, Suite 401 DNA Building, 238 Archbishop Flores Street, Hagatna, GU 96910, between the hours of 8:00 am to 5:00 pm, Monday through Friday. Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examination or interviews.

For More Information

Call or visit us at the Office of Public Accountability at 671-475-0390. In addition, job announcements and job application forms are accessible through the Office of Public Accountability's website at www.opaguam.org.



DORIS FLORES BROOKS, CPA CGFM
Public Auditor

Pursuant to 1 G.C.A. § 1907(c), the Public Auditor may appoint such full-time or part-time employees in the Office of Public Accountability as are necessary to carry out the duties and responsibilities of the Public Auditor and the Office of Public Accountability.

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER, WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.