



Judiciary of Guam

Administrative Office of the Courts
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HON. ROBERT J. TORRES
CHIEF JUSTICE
HON. ALBERTO C. LAMORENA, III
PRESIDING JUDGE

DANIELLE T. ROSETE, ESQ.
ADMINISTRATOR OF THE COURTS

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

POSITION TITLE: ADMINISTRATIVE SERVICES ASSISTANT	ANNOUNCEMENT NO. 162-2025 TYPE OF ANNOUNCEMENT: FULL-TIME PERMANENT APPOINTMENT
DEPARTMENT: SUPERIOR COURT DIVISION: CLIENT SERVICES AND FAMILY COUNSELING PAY GRADE: GPP-I (22%)-1 thru GPP-I (22%)-18 SALARY: \$34,885.90 thru \$61,486.78	APPLICATION WILL BE ACCEPTED FOR THE PERIOD: OPENS: JANUARY 7, 2026 CLOSES: JANUARY 21, 2026

NATURE OF WORK

This is staff administrative work which involves providing routine administrative clerical support Services to a division within the Superior Court of Guam. Under general supervision after initial training, employees in this class serve to perform varied clerical duties, which involve the administrative processes and procedural disposition of court documents.

Work may involve responsibility for a specific area of court case processing or for performing a variety of clerical support work which may require the application of independent judgment and the interpretation of routine policies and procedures based on training and knowledge gained through experience on the job.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of court policies and procedures of filing cases and/or legal instruments.
- Knowledge in the use of a computer system or exposure to an automated environment.
- Knowledge of general office practices and procedures.
- Knowledge of business English, spelling, punctuation and grammar.
- Ability to learn and apply standard operating policies and procedures.
- Ability to organize and type lengthy and complex reports, correspondence and other court documents in proper format and style, and make moderate changes involved.
- Ability to operate a computer system.
- Ability to maintain records and prepare routine reports.
- Ability to use and operate standard office equipment to accomplish assignments.
- Ability to work effectively with officials, the public and employees.
- Ability to communicate effectively, orally and in writing.
- Skill in the operation of a typewriter.

MINIMUM EXPERIENCE AND TRAINING

(A) Graduation from a recognized college or university with a Certificate in Office Administration/Clerical, plus one (1) year of work experience in typing and office/administrative work; or

(B) Graduation from high school or G.E.D. equivalent, plus three (3) years of work experience in typing and office administrative/clerical work.

EDUCATIONAL REQUIREMENTS PURSUANT TO 4 GCA § 4101 (c)(1)

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.

DOCUMENTATION REQUIREMENTS

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.

RATING AND SELECTION FACTORS

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.

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

EVALUATION METHOD	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.
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.
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 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.
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.
POLICE AND COURT CLEARANCE REQUIREMENTS	<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>
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. Elaine M.P. Naputi, EEO Officer, at (671) 475-3396 or via email at enaputi@guamcourts.gov 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>
HOW TO FILE AN EEO COMPLAINT	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 www.guamcourts.gov , on the Judiciary's Intranet, or at the Judiciary's EEO Office.
HOW AND WHERE TO APPLY	<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 www.guamcourts.gov.</p> <p>Your application must be submitted within the job announcement period indicated via the following methods:</p> <ol style="list-style-type: none">1. Deliver in-person to the HR Office;2. Email to hr@guamcourts.gov; or3. Mail via Postal System to the Human Resources Office, Judiciary of Guam, Guam Judicial Center, 120 West O'Brien Dr. Hagatna, Guam 96910.
INTERVIEW PROCESS	The HR Office will coordinate interviews for eligible applicants referred through certification. Interviews will be conducted through teleconference, virtual conference or in-person.
FOR MORE INFORMATION	For additional information, please call the Human Resources Office at (671) 475-3399/3329/3422 or email hr@guamcourts.gov .


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