



# OPEN JOB ANNOUNCEMENT

Job Announcement No. 018-24

## COMPETITIVE EXAMINATION TO ESTABLISH A LIST FOR THE POSITION OF:

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| <p><b>PAY GRADE: E</b><br/> <b>MINIMUM:</b> Step 1/Sub-step A<br/>         \$32,798.00 Per Annum<br/> <b>MAXIMUM:</b> Step 2/Sub-step A<br/>         \$34,130.00 Per Annum</p> | <h3>Clerk III</h3>   | <p><b>APPLICATIONS WILL BE ACCEPTED:</b><br/> <b>OPEN DATE: June 25, 2024</b><br/> <b>CLOSING DATE: July 9, 2024</b></p> |
| <p><b>MINIMUM EXPERIENCE &amp; TRAINING</b></p>  | <p>(A) Two years of office clerical experience; or B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.</p>  |  |
| <p><b>NATURE OF WORK IN THIS CLASS</b></p>   | <p>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.</p>   |  |
| <p><b>ILLUSTRATIVE EXAMPLES OF WORK</b></p>  | <p>(Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)<br/>         Receives telephone service orders for plant facility assignment; records all necessary information onto the connector record, line equipment record, and cable record; upkeeps terminal address and left-on station files; coordinates with Outside Plant and the Central Office on any facility changes, problems, or discrepancies on existing and new assignments; refers to cable distribution maps for reference and assistance in facilities locations; submits completed service order to Business Office. Establishes and maintains the large and complex files of the Processing and Records Section of the Retirement fund consisting in active, inactive and refunded member files, cancelled check file, deceased members file, social security, and various registers and log books; locates records of and records any prior services of members for computation of actual government services; receives applications for membership; provides basic information on retirement benefits; may compute services for the Actuary Survey; may process refunds. Receives, records, deposits and disburses the school's activity fund, makes monthly status report of the activity fund; types requisition forms, maintains records of purchase orders, follows up on outstanding purchase orders; prepares payroll; receives and issues textbooks, workbooks and supplies to teachers, and conducts workbook/textbook inventory; takes breakfast and lunch collections and prepares reports for submission to Cafeteria Section, Business Office and the Treasure of Guam. May lead the work of lower level clerical personnel. Performs related duties as required.</p> |  |
| <p><b>MINIMUM KNOWLEDGE, ABILITIES &amp; SKILLS</b></p>  | <p>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.</p>   |  |
| <p><b>EDUCATION</b></p>  | <p>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. To ensure full consideration, applicants claiming degrees or credit hours are required to submit official or verified copies of their university or college transcript with their original application.</p>  |  |
| <p><b>PROHIBITION</b></p>  | <p>Pursuant to 4 GCA § 4203.3, "No person convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA, or an offense 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 in the Sex Offender Registry shall work in any agency or instrumentality of the Government of Guam".</p>  |  |
| <p><b>PRE-EMPLOYMENT MEDICAL EXAMINATION</b></p>   | <p>All applicants accepting employment with the A. B. Won Pat Guam International Airport Authority (GIAA) must undergo and pass a physical examination and be declared as capable to perform the duties of the position the applicant is being hired for as a condition of employment. Expenses for the physical/medical examination must be paid by the applicant.</p>  |  |

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| <b>PRE-EMPLOYMENT CRIMINAL HISTORY RECORDS CHECK</b> | As a condition of employment, applicants selected for this position will be required to undergo and pass a fingerprint-based Criminal History Records Check (CHRC) and a Security Threat Assessment (STA) in order to access secured areas of the airport in accordance with Title 49, Code of Federal Regulations, Part 1542. In the event an applicant is unable to obtain proper security clearance for the position, or GIAA determines that the applicant's pending criminal case or criminal history disqualifies the applicant for the position, GIAA shall rescind its conditional offer of employment to the applicant in accordance with Guam's Fair Chances Hiring Process Act, 22 GCA §§ 6101, et seq.  |
| <b>DRUG SCREENING</b>                                | GIAA complies with the Department of Administration's Drug Free Workplace Program Operating Procedures. All applicants selected and conditionally offered employment will be required to undergo and pass a mandatory drug test prior to being employed. Failure to submit to or pass such drug test shall result in rescinding the offer of employment.  |
| <b>WORK ELIGIBILITY</b>                              | Public Law 99-603 (8 USC § 1324A) requires GIAA to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States. GIAA is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position at GIAA, you will be required to present valid documents that will establish your identity and work eligibility.  |
| <b>VETERANS PREFERENCE</b>                           | Applicants claiming veterans' preference are required to attach a copy of their DD-214 (Military Discharge Form) to their original application. Those claiming Veteran's Compensable Disability, please provide a copy of a letter from the Department of Veteran's Affairs, which specifically states your entitlement to civil service preference for a service connected disability.   |
| <b>EVALUATION METHOD</b>                             | A written test 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.   |
| <b>INTERVIEW METHODS</b>                             | A personal interview will be held by the appointing authority or his designee. Individuals with disabilities who require special accommodations should contact the Personnel Office prior to any scheduled examinations or interviews.  |
| <b>DOCUMENTATION REQUIRED</b>                        | If you are selected for this position, your selection will be conditional pending submission of recent police and court clearances, taking and passing a drug screening test, and submittal of results on a pre-entry medical physical examination. You will have ten (10) calendar days to submit the mandatory police and court clearances that are no older than 30 calendar days from the date of your notification of selection. The costs to obtain the clearances are at the applicant's expense.  |
| <b>HOW AND WHERE TO APPLY</b>                        | <p>Open to the public and applicants who meet the minimum qualification requirements may apply for this position. Applications may be submitted to the Personnel Office at the GIAA Administration Office however, are highly encouraged to submit their applications electronically by email to <a href="mailto:giaahr@guamairport.net">giaahr@guamairport.net</a>. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday (except Holidays). Individuals with disabilities who require special accommodations should contact the Personnel Office prior to any scheduled examinations or interviews.</p> <p>*NOTE: All applications MUST be received by the Personnel Office no later than close of business (5:00 pm) on or before the closing date of the job announcement, regardless of method of submission. You may also visit GIAA's website at <a href="http://www.guamairport.com">www.guamairport.com</a>.</p> <p><b>For additional information and/or inquiries, please call the GIAA Personnel Office at (671) 646-0300/1/2/3.</b></p> |
| <b>EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER</b>         | WE ARE AN EQUAL OPPORTUNITY EMPLOYER. THERE SHALL BE NO DISCRIMINATION IN EMPLOYMENT AGAINST ANY PERSON ON THE BASIS OF RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, AGE, CREED, MARITAL STATUS, DISABILITY, POLITICAL AFFILIATION, OR ANY OTHER CLASSIFICATION PROTECTED UNDER FEDERAL AND GUAM LAW, EXCEPT FOR BONA FIDE OCCUPATIONAL QUALIFICATIONS OR LEGAL REQUIREMENTS.   |

APPROVED BY:

  
**JOHN M. QUINATA**  
 Executive Manager

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