

OPEN JOB ANNOUNCEMENT

Job Announcement No. 014-25

COMPETITIVE EXAMINATION TO ESTABLISH A LIST FOR THE POSITION OF:

PAY GRADE: H MINIMUM: Step 2/Sub-step D \$45,535.00 Per Annum MAXIMUM: Step 3/Sub-step D \$47,383.00 Per Annum	Administrative Assistant		APPLICATIONS WILL BE ACCEPTED: OPEN DATE: May 01, 2025 CLOSING DATE: May 14, 2025
MINIMUM EXPERIENCE & TRAINING	(A) Three years of staff work involving personnel, budget and other management operations and graduation from high school; or (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.		
NATURE OF WORK IN THIS CLASS	This is staff administrative work involved in providing assistance to a department. Employees in this class provide administrative and office support services. Supervision may be exercised over subordinate clerical personnel.		
ILLUSTRATIVE EXAMPLES OF WORK	(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.) Composes correspondence for the signature of the supervisor; organizes and coordinates matters requiring executive action; insures compliance to established laws, policies and related administrative guidelines. Consults with and advise employees, supervisors on personnel matters. Expedites requests for personnel action, purchase requisitions and other administrative transactions. Conducts research on an assigned subject; compiles data and statistics. Assists in the preparation of the budget and other related matters of the department or agency; maintains budget ledgers and monitors the funds allocated to the various budgetary accounts; alerts management to problem areas. Arranges conferences; may represent supervisor at meetings or conferences. May supervise the work of subordinate clerical personnel. Performs related duties as required.		
MINIMUM KNOWLEDGE, ABILITIES & SKILLS	Knowledge of office management practices and general administrative functions. Ability to make work decisions in accordance with established laws, rules and other program guidelines and to apply departmental or agency policies to work problems. Ability to supervise the work of others may be required. Ability to compile statistics. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.		
EDUCATION	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.		
PROHIBITION	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".		
PRE-EMPLOYMENT MEDICAL EXAMINATION	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.		
PRE-EMPLOYMENT CRIMINAL HISTORY RECORDS CHECK	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.		

DRUG SCREENING	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.
WORK ELIGIBILITY	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.
VETERANS PREFERENCE	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.
EVALUATION METHOD	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.
INTERVIEW METHODS	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.
CLEARANCES & DOCUMENTATION REQUIRED	Non-Law Enforcement Positions: If selected for this position, your selection will be conditional pending submission of a mandatory police and court clearance. You will have ten (10) calendar days to submit clearances that are no older than thirty (30) calendar days from the date of your notification of selection. Law Enforcement Positions: A mandatory police and court clearance at the time submission of employment application that are no older than thirty (30) days from the date of issue; Certificate of In-Service Training approved and certified by the Guam Peace Officer Standards and Training (POST) Commission; Any and all other POST requirements contained in 17 GCA § 51101, et seq. and 27 GAR § 3101, et seq. or established by the POST Commission. NOTE: The costs to obtain the clearances required are at the applicant's expense.
HOW AND WHERE TO APPLY	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 giaahr@guamairport.net. 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. *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. All applications received via electronic mail or telefax, must be submitted by 11:59 p.m. (Guam time) on the closing date of the job announcement. For additional information and/or inquiries, please call the GIAA Personnel Office at (671) 646-0300/1/2/3.
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER	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