



**OPEN JOB ANNOUNCEMENT**  
**COMPETITIVE EXAMINATION**  
**TO ESTABLISH A LIST FOR THE POSITION OF**  
**CLERK II**

**PAY GRADE: D**  
MINIMUM: Step 8 / Sub-Step B / \$21,748.00 Per Annum  
MAXIMUM: Step 10 / Sub-Step B / \$23,550.00 Per Annum

**ANNOUNCEMENT NO. 15-19**

**APPLICATIONS WILL BE ACCEPTED:**  
**April 10, 2019 – April 23, 2019**

**MINIMUM EXPERIENCE AND TRAINING:** (A) One year of clerical experience; 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 moderately complex clerical work. Tasks performed involve a large number of routine clerical duties in several different clerical functions which require several weeks to learn. Employees in this class perform assigned tasks within the prescribed or well-established procedures. Where work is repetitive, more responsibility is placed on final action.

**ILLUSTRATIVE EXAMPLES OF WORK:** ( Any one position may not include all the duties listed, not do the examples cover all duties which may be performed.) Interview patient or representative to obtain information needed in completing the patient history sheet, and completes all required admission forms; types addressograph plate and I.D. band for the patient; assigns patient to room or ward, escorts patient or arranges for escort to assigned room or ward; types admission and discharge records and routes to designated departments; types patient listings, maintains admission and discharge ledgers; receives payments/deposits from patients; compiles data for occupancy and census records. Gives out and receives applications for employment; reviews application forms and supporting documents for completeness of identifying and other basic information; have new employees complete employment forms, i.e., insurance, retirement, income tax; files personnel actions and other documents in the employee's jacket; files job announcements; types personnel actions forms, eligibility and certification lists; maintains and updates employee service cards. Registers new students; complete all necessary forms for students transferring or withdrawing; types student roster; takes and maintains accurate inventory of books; maintains files of student records; sells lunch tickets, prepares tickets for free meal, and prepares cash collection field receipts. May perform simple typing of standard forms or letters and operate other office machines. Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:** Knowledge of general office practices and procedures. Ability to learn moderately complex clerical tasks and to adhere to prescribed procedures. Ability to understand and follow moderately complex oral and written instructions. 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 operate common office machines, including typewriter, may be required for certain assignments.

**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.

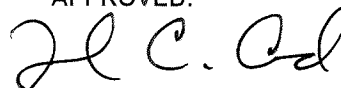
**INTERVIEW METHODS:** A personal interview will be held by the appointing authority or his designee.

**DOCUMENTATION REQUIRED:** 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.

**WHO SHOULD APPLY:** Open to the public and applicants who meet the minimum qualification requirements may apply for this position. Applications must be submitted to the Personnel Office at the GIAA Administration Office. 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 this office prior to any scheduled examinations or interviews.

For additional information and/or inquiries, please call the GIAA Personnel Office at 646-0300/1/2/3.

APPROVED:



THOMAS C. ADA  
Executive Manager

**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.**