



PUBLIC DEFENDER SERVICE CORPORATION
Government of Guam



JOB ANNOUNCEMENT

OPEN COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION
LEGAL SECRETARY III

Announcement No.: APD JA-02-21 OPENS: May 18, 2021
Location: Alternate Public Defender CLOSES: June 1, 2021

Pay Grade: J OPEN: Step 1 \$31,076 P/A – Step 10 \$42,661 P/A
PROMOTIONAL: Step 1 \$31,076 P/A – Step 18 \$54,771 P/A

WHO MAY APPLY	Open to all government of Guam employees and the public.
MINIMUM EXPERIENCE AND TRAINING	<p>a) One (1) year of experience in typing and clerical work, three (3) years of experience as a Legal Secretary (providing direct legal secretarial services to an attorney) or two (2) years of experience as a Legal Secretary II at the Public Defender Service Corporation (PDSC) and graduation with an Associate of Arts degree in secretarial administration or clerical studies, as appropriate; or</p> <p>b) Two (2) years of experience in typing and clerical work, three (3) years of experience as a Legal Secretary (providing direct legal secretarial services to an attorney) or two (2) years of experience as a Legal Secretary II in the PDSC, and completion of a secretarial diploma program (66 quarter hours) from a recognized business or junior college; or</p> <p>c) Three (3) years of experience in typing and clerical work, three (3) years of experience as a Legal Secretary (providing direct legal secretarial services to an attorney) or two (2) years of experience as a Legal Secretary II in the PDSC and graduation from high school; or</p> <p>d) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.</p>
NATURE OF WORK	This is complex legal secretarial work. Employees in this class provide the full range of legal secretarial services to more than one attorney and may lead the work of lower level secretaries. Supervision is received through personal conferences, general observation of work in progress, and review of completed work.
ILLUSTRATIVE EXAMPLES OF WORK	<p>Prepares and types complete case packages; transcribes from a recording machine or attorney's notes, letters, memoranda, reports, minutes of meetings, speeches, telephone conversations, and legal documents such as wills, petitions, answers, pleadings, deeds, leases, mortgages, or other types of contracts, briefs, abstracts and depositions; uses appropriate forms and formats in the preparation of legal documents; proofreads all documents before processing for accuracy as to form and grammar.</p> <p>Reviews all incoming legal documents and correspondence for attorney; initiates action as necessary such as contacting clients regarding scheduled court hearings, serves notice and other matters on opposing parties to ensure that cases are ready for hearing, does follow up as required on other documents; obtains necessary information from respective files to prepare and submit documents to the attorney for approval.</p> <p>Compiles and assembles exhibits, affidavits, and other legal documents for the attorney's use in the preparation for trial of cases; prepares table of contents and indices to briefs listing cited cases, statutes, opinions and miscellaneous references in accordance with established format and form.</p> <p>Coordinates required actions with attorneys, clients, investigators, process servers and other staff concerned; directs delivery of summons and subpoenas to witnesses and parties to action. Receives and screens all persons wishing to see or talk to the attorney; furnishes or obtains information concerning pending or closed cases and</p>

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	matters using discretion and judgment in determining what information may be released or needed for a particular case.
ILLUSTRATIVE EXAMPLES OF WORK	<p>Establishes and maintains the attorney's case files; maintains tickler system to keep abreast of case deadlines; prepares daily dockets and pull case files for hearing and appointments; conducts monthly and quarterly inventory of caseloads to ensure that cases are kept current. Maintains calendar and schedule appointments for attorney; coordinates and sets calendar hearings with the court, meetings with clients, adverse parties and opposing counsels. Maintains client's file; establishes and implements case file retention and releases. Maintains reference files; prepares information or explanatory materials for the attorney's use; searches legal reference files and other sources for information and data required by the attorney in conducting interviews and answering correspondence.</p> <p>Trains and oversees the work of lower level secretaries as to accuracy in form and in procedures. May assist the attorneys in performing legal research work. Performs related work as required.</p>
MINIMUM KNOWLEDGE ABILITIES & SKILLS	<p>Knowledge of legal terminology, case management techniques and procedures, formats and forms. Knowledge of business English, spelling, punctuation and grammar. Knowledge of legal office practices and procedures.</p> <p>Ability to interpret and apply program guidelines and requirements. Ability to exercise good judgment, courtesy and tact in receiving callers, giving and obtaining pertinent information, and making proper disposition of problems. Ability to operate micro-computer in word processing applications. Ability to train and lead the work of others. Ability to work effectively with clients, employees and the public. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.</p> <p>Skill in transcribing from a machine and typing at a prescribed rate of speed.</p>
EVALUATION METHOD	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.
EDUCATION	<p>All new employment in the service of the government of Guam shall have as a reasonable measure of job performance, the minimum educational requirement of a high school diploma or a successful completion of a General Education Development (GED) Test or any equivalent of a general education high school program, or a successful completion of certificate program from a recognized accredited or certified vocational technical institution pursuant to Public Law 29-113.</p> <p>Applicants claiming educational accomplishments are required to submit official or verified copies of transcript or diplomas.</p>
PROHIBITION PURSUANT TO PUBLIC LAW 28-98	No person convicted of a sex offense under the provision of Chapter 25 of Title 9 Guam Code Annotated (GCA), or an offense as defined in Article 2 of Chapter 28 of Title 9 GCA in Guam, or an offense in any jurisdiction which includes at a minimum, all 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 and offered employment with the government of Guam shall undergo and pass a mandatory drug test before 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.
WHERE TO APPLY	You may pick up and/or submit an employment application form at the Public Defender Service Corporation Office, MVP Sinajaña Commercial Building, Unit B, 779 Route 4, Sinajaña, Guam 96910, any time between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. Employment applications are also available online at www.guampdsc.net/employment.html . You may also email your application and supporting documents to ksablan@guampdsc.org , attn: Human Resources.
FOR MORE INFORMATION	Please call or visit our Human Resources Office at 475-3100 ext. 823.



ANA MARIA C. GAYLE
MANAGING ATTORNEY