



PUBLIC DEFENDER SERVICE CORPORATION
Government of Guam



JOB ANNOUNCEMENT
OPEN COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION
OFFICE AIDE

Announcement No.: PDSC JA-04-2022

OPEN: May 17, 2022

CLOSE: Jun 1, 2022

Pay Grade: D

OPEN: Step 2 \$19,761 P/A – Step 7 \$23,800 P/A

PROMOTION: Step 2 \$19,761 P/A – Step 18 \$33,558 P/A

WHO MAY APPLY	Open to all government of Guam employees and the public.
MINIMUM EXPERIENCE AND TRAINING	Pursuant to §4101(c) of Title 4, Guam Code Annotated, Graduation from high school or the successful completion of a GED. No experience or training is required. The minimum knowledge, abilities and skills listed below are required.
NATURE OF WORK	This is routine office support work. Employees in this class perform simple office support tasks of a routine or repetitive nature under close supervision.
ILLUSTRATIVE EXAMPLES OF WORK	Addresses, stuffs and stamps envelopes. Sorts and distributes mail; received and delivers messages; stamps and logs incoming and outgoing mail. Answers telephones and relays messages, acts as a receptionist and may handle callers at counters. Makes reproduction copies of documents and collates copies according to predetermined order. Perforates and files sorted materials according to predetermined filing categories. Performs related duties as required.
MINIMUM KNOWLEDGE ABILITIES & SKILLS	Ability to follow simple oral and written instructions. Ability to learn routine and repetitive office support tasks readily and to adhere to prescribed procedures. Ability to work effectively with the public and employees. Ability to learn to operate simple common office machines.
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	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 in a specialized field required for the job pursuant to Public Law 29-113. Applicants claiming educational accomplishments are required to submit official or verified copies of transcript or diplomas.
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 .
FOR MORE INFORMATION	Please call or visit our Human Resources Office at 475-3100.

"Public Defender Service Corporation is an Equal Opportunity Employer"



CATHYANN C. GOGUE
ADMINISTRATIVE DIRECTOR