



**PUBLIC DEFENDER SERVICE CORPORATION**

**Government of Guam**



**JOB ANNOUNCEMENT**  
**DEPARTMENTAL COMPETITIVE EXAMINATION**

**TO ESTABLISH A LIST FOR THE POSITION**  
**PARALEGAL II**

**Announcement No.: PDSC JA-02-2025**

**OPENS: October 7, 2024**

**CLOSES: October 18, 2024**

**PAY GRADE: L (6%+16%)**

**OPEN: L-1 \$45,618 P/A to L-10 \$62,625 P/A**

**PROMOTIONAL: L-1 \$45,618 P/A to L-18 \$80,402 P/A**

<b>WHO MAY APPLY</b>	Open to employees of Public Defender and Alternate Public Defender.
<b>MINIMUM EXPERIENCE AND TRAINING</b>	<ul style="list-style-type: none"> <li>a) Three years of experience in a paralegal position with a law office, court, or governmental agency employing persons in a paralegal capacity; or</li> <li>b) Successful completion of all requirements for an LL.B, J.D, or higher degree from a law school recognized in the country in which it is located.</li> <li>c) Note: Successful completion of one full academic year of study in a program leading to a degree of LL.B or J.D. accredited in the country in which the institution is located may be substituted for one year of experience.</li> </ul>
<b>NATURE OF WORK</b>	<p>This is complex paralegal work involved in performing several distinct but related functions such as research, compilation and annotation of codes, laws, opinions and court reports; drafting of simple pleadings; conducting interviews of witnesses and/or clients; managing a case system for one or more types of legal specialties within the Department of Law.</p> <p>Employees in this class perform the full range of paralegal duties, including independent work in specialized areas of the profession.</p>
<b>ILLUSTRATIVE EXAMPLES OF WORK</b>	<p>Researches, analyzes and indexes public laws for publication and placement in the proper permanent, codified law.</p> <p>Prepares updates for the laws, codes and administrative rules of the Government of Guam.</p> <p>Compiles existing laws for restatement in new forms of codification.</p> <p>Performs different types of legal research; organizes, analyzes, summarized and compiles case information for case assessment, reporting trial or other such use as requested by the responsible attorney.</p> <p>Drafts bills, pleadings, resolutions, correspondence and other documents.</p> <p>Organizes and maintains case management systems as directed; for example, all cases and their status in the area of child and spouse support.</p> <p>Conducts interviews for gathering of basic information.</p> <p>Answers questions from other government agencies and from the public on matters with which employee is dealing.</p> <p>Performs related duties as required.</p>
<b>MINIMUM KNOWLEDGE, ABILITIES AND SKILLS</b>	<p>Knowledge of the principles, methods and practices of legal research.</p> <p>Knowledge of relevant law.</p>

	<p>Knowledge of administrative and court procedures.</p> <p>Ability to apply pertinent laws, rules and regulations.</p> <p>Ability to appraise and organize facts and to present evidence and material in effective written and oral form.</p> <p>Ability to draft simple affidavits, pleadings, stipulations, and other legal documents and to prepare appropriate correspondence.</p> <p>Ability to communicate effectively, orally and in writing. Ability to work effectively with employees, clients and the public.</p> <p>Ability to make clear and concise oral and written reports and maintain reports.</p>
<b>EVALUATION METHOD</b>	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.
<b>PROHIBITION PURSUANT TO PUBLIC LAW 28-98</b>	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.
<b>DRUG SCREENING</b>	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.
<b>WHERE TO APPLY</b>	You may submit job applications at Public Defender Service Corporation, 779 Route 4 Sinajana during working hours 8:00 am to 5:00 pm, Monday to Friday. Or, via Email: Application and supporting documents must be attached as one file referencing the Job Announcement Number and emailed to Human Resources at <a href="mailto:hr@guampdsc.org">hr@guampdsc.org</a>
<b>FOR MORE INFORMATION</b>	Please call 671-475-3100, ext. 823, or visit our office M-F, 8:00 a.m. to 5:00 p.m.

“Public Defender Service Corporation is an Equal Opportunity Employer.”

*Robbie T. Call*

10/04/2024

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**ROBBIE T. CALL**  
**ADMINISTRATIVE DIRECTOR**