



PUBLIC DEFENDER SERVICE CORPORATION
Government of Guam



JOB ANNOUNCEMENT

DEPARTMENTAL COMPETITIVE EXAMINATION

**TO ESTABLISH A LIST FOR THE POSITION OF
MANAGEMENT OFFICER
(SELECTIVE FACTOR)**

Announcement No.: **CLC JA-06-2025** **OPENS: December 16, 2024**
CLOSES: December 30, 2024

Pay Grade: **GPP-M** **OPEN: Step 1 \$50,121 P/A – Step 10 \$68,806 P/A**
PROMOTION: Step 1 \$50,121 P/A – Step 18 \$88,339 P/A

WHO MAY APPLY	Only current employees of the PDSC and APD can apply. The Executive Director has identified this position as a career development opportunity for the PDSC and APD employees pursuant to Rule Section 109.01.
MINIMUM EXPERIENCE AND TRAINING	<p>Graduation from a recognized college or university with a Bachelor’s degree in Business Administration, Public Administration, Criminal Justice or closely related field, plus minimum of three (3) years of supervisory experience in administration oversight, business analysis or equivalent work; or</p> <p>Graduation from High School or GED Equivalent with minimum of five (5) years of experience, including three (3) years in supervisory in administration oversight which includes and provides the minimum knowledge, abilities and skill; or</p> <p>Any equivalent combination of education and experience which provides the minimum knowledge, abilities and skills.</p>
SELECTIVE FACTOR	Knowledge of and proficiency in the CLIO case management system.
NATURE OF WORK	This is complex technical administrative work which includes working with clients who need assistance through the judicial system. Must have thorough understanding of the criminal court codes and regulations. Ability to interpret and apply pertinent laws, codes and regulations including administrative and departmental policies and procedures. Supervise, organize and review the work of legal secretarial personnel.
ILLUSTRATIVE EXAMPLES OF WORK	<p>Develops and implements office management procedures, practices and systems for all support staff. Supervises and coordinates the work of legal secretaries and works closely with all support staff including Attorneys to ensure that casework tasks are being met to meet deadlines.</p> <p>Develops and updates standard operating procedures/policies to improve agency’s effectiveness and efficiency. Prepares reports, memorandums and correspondence.</p> <p>Evaluates, researches and oversees processes, operation and programs as assigned. Initiates, drafts, reviews and implements various administrative regulations, guidelines, procedures, manuals and forms.</p> <p>Provides up to date information on current management, operational issues, legal representation and trends impacting the community.</p> <p>Collects data and analyzes statistics and information; develops processes, action plans, budgets, project expenditures and implementation schedules. Ensures that funds are encumbered to support project tasks.</p> <p>Assists with human resources, payroll or audit tasks; assists with basic bookkeeping functions, receipts, tracks expenditures if needed. Makes oral and written presentations. Makes recommendations for annual budget requests including leased space and resolves problems between landlord and the court.</p>

<p>ILLUSTRATIVE EXAMPLES OF WORK (cont'd)</p>	<p>Manages leases for division, evaluates needs and prepares request for proposals, evaluates bids and recommends final lease terms.</p> <p>Relieves management staff of routine administrative duties which include independent preparation of correspondence; maintains calendars, schedules meetings and conferences and coordinates travel arrangements.</p> <p>Adheres to and complies with all promulgated policies, standards and code of ethical conduct and may perform other related duties as required.</p>
<p>MINIMUM KNOWLEDGE ABILITIES & SKILLS</p>	<p>Knowledge of procedures and practices involved in processing and filing a variety of legal documents and in the processing of the adoption and amendment of legal codes.</p> <p>Knowledge of the operations, services and activities of a comprehensive legal office and its processes.</p> <p>Knowledge of legal terminology and the forms and documents used in legal secretarial and legal clerical work.</p> <p>Ability to work effectively with the public and employees.</p> <p>Ability to communicate effectively, orally and in writing.</p> <p>Ability to maintain records and prepare technical reports.</p>
<p>EVALUATION METHOD</p>	<p>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.</p>
<p>EDUCATION</p>	<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>
<p>PROHIBITION PURSUANT TO PUBLIC LAW 28-98</p>	<p>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.</p>
<p>DRUG SCREENING</p>	<p>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.</p>
<p>WHERE TO APPLY</p>	<p>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.org. – Applications may be submitted online with all supporting documents and cover letter to hr@guampdsc.org</p>
<p>FOR MORE INFORMATION</p>	<p>Please call our Human Resources at 475-3100 x 823.</p>

“The Civil Law Center and Public Defender Service Corporation is an Equal Opportunity employer”

Robbie T. Call 12/16/2024

ADMINISTRATIVE DIRECTOR
ROBBIE T. CALL