



PUBLIC DEFENDER SERVICE CORPORATION  
Government of Guam



JOB ANNOUNCEMENT

OPEN COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION  
**ADMINISTRATIVE ASSISTANT**

**PDSC JA-12-2025**

Pay Grade: J (22%)

OPEN: June 02, 2025  
CLOSE: June 13, 2025

OPEN: Step 1 \$38,211 P/A – Step 10 \$52,456 P/A  
PROMOTION: Step 1 \$38,211 P/A – Step 18 \$67,346 P/A

WHO MAY APPLY	This opportunity is open to all Government of Guam employees and the general public.
MINIMUM QUALIFICATION REQUIREMENTS	<div>a) Three years of staff work involving personnel, budget and other management operations and graduation from high school; or</div> <div>b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.</div>
NATURE OF WORK	This is staff administrative work involved in providing assistance to a department. Employees in this class provide administrative and office support services. Supervision may be exercised over subordinate clerical personnel.
ILLUSTRATIVE EXAMPLES OF WORK	<div>Composes correspondence for the signature of the supervisor; organizes and coordinates matters requiring executive action; insures compliance to established laws, policies and related administrative guidelines.</div> <div>Expedites request for personnel action, purchase requisitions and other administrative transactions. Consults with employees and supervisors on personnel matters. Conducts research on an assigned subject; compiles data and statistics.</div> <div>Assists in the preparation of the budget and other related matters of the department or agency; maintains budget ledgers and monitors the funds allocated to the various budgetary accounts; alerts management to problem areas.</div> <div>Arranges conferences; may represent supervisor at meetings or conferences.</div> <div>May supervise the work of subordinate clerical personnel.</div> <div>Performs related duties as required.</div>
MINIMUM KNOWLEDGE ABILITIES & SKILLS	<div>Knowledge of office management practices and general administrative functions.</div> <div>Ability to make work decisions in accordance with established laws, rules and other program guidelines and to apply departmental or agency policies to work problems.</div> <div>Ability to supervise the work of others may be required.</div> <div>Ability to compile statistics.</div> <div>Ability to work effectively with the public and employees.</div> <div>Ability to communicate effectively, orally and in writing.</div> <div>Ability to maintain records and prepare reports.</div>
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.

DOCUMENTATION AND EDUCATION REQUIREMENTS	<p>To validate the credentials you claim (e.g., High School Diploma, College Transcript, DD-214, etc.), you must submit an original or certified copy of the required document(s) along with each employment application, bearing your legal signature. Failure to provide the necessary documentation may result in disqualification. Applicants claiming educational qualifications must submit official or verified copies of transcripts or diplomas.</p> <p>In accordance with Public Law 29-113, all new employees entering government service in Guam must meet the minimum educational requirement of a high school diploma, successful completion of a General Education Development (GED) test, or an equivalent general education high school program. Alternatively, successful completion of a certificate program from a recognized, accredited, or certified vocational technical institution is also acceptable.</p>
PROHIBITION PURSUANT TO PUBLIC LAW 28-98	<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>
PRE-EMPLOYMENT DRUG SCREENING	<p>Applicants offered employment with the Government of Guam are required to undergo and pass a mandatory drug test prior to beginning employment. This requirement also applies to employees selected for Test Designated Positions (TDP). Failure to comply with or pass the drug test will result in the withdrawal of the employment offer or appointment.</p>
EMPLOYMENT MEDICAL EXAMINATION	<p>Applicants who accept an offer of employment must undergo a medical examination and receive certification from a physician confirming their ability to perform the duties required for the position.</p>
WORK ELIGIBILITY	<p>As a condition of employment, you must provide proof of your identity and eligibility to work in the United States.</p>
WHERE TO APPLY	<p>Please email your application and supporting documents in PDF format to Human Resources at <a href="mailto:hr@guampdsc.org">hr@guampdsc.org</a>. Ensure that your PDF is not password-protected. The deadline for submission is 5:00 p.m. on the closing date of this job announcement. You may also 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, except on Holidays or when office is closed.</p> <p>Government of Guam application forms are available for download on our website at <a href="http://www.guampdsc.org">www.guampdsc.org</a>, under the "Employment" section.</p>
FOR MORE INFORMATION	<p>For assistance, please visit our office at 779 Route 4, Sinajana, or contact our Human Resources team at (671) 475-3100.</p>



SHANE G.L. NGATA

ADMINISTRATIVE DIRECTOR