



PUBLIC DEFENDER SERVICE CORPORATION
Government of Guam



EMPLOYMENT OPPORTUNITY

DEPARTMENTAL COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION LEGAL CLERK SUPERVISOR	
Announcement No.: PDSC JA-01-2027	OPEN: October 12, 2026 CLOSE: October 26, 2026
Pay Grade: L (22%)	OPEN: Step L-1 \$45,618 P/A to Step L-10 \$62,625 P/A PROMOTIONAL: Step L-1 \$45,618 P/A to Step L-18 \$80,402 P/A
WHO MAY APPLY	Open to employees of Public Defender Service Corporation.
MINIMUM EXPERIENCE AND TRAINING	a) Pursuant to §4101 (c) of Title 4, Guam Code Annotated, graduation from high school, or successful completion of a GED, and b) Five (5) years of experience in legal clerical work, including two (2) years as a Legal Clerk II; or c) Any equivalent combination of experience and training, inclusive of five (5) years of experience in legal clerical work which provides the minimum knowledge, abilities and skills.
NECESSARY SPECIAL QUALIFICATION	Possession of a valid driver’s license.
NATURE OF WORK	This is supervisory and administrative support work. Employee in this class supervises the Legal Clerical Services division which includes the reception, intake process, receipt of electronically-transmitted legal documents as well as those personally delivered to the Corporation, and the tracking and distribution of these documents to appropriate personnel.
ILLUSTRATIVE EXAMPLES OF WORK	(The following may not include all the duties listed, nor do the examples cover all duties which may be performed.) Supervises and participates in the duties and responsibilities of legal clerks with respect to the reception and intake process, and the electronic/personal receipt and distribution of legal documents; Supervises the activities of the intake process; establishes and maintains policies and procedures regarding the interviews of potential clients; preliminary determination of potential clients’ eligibility for legal assistance and proper referral of clients to attorneys; establishes and maintains the case file systems utilized by the Corporation; Supervises the activities involved in the electronic and/or personal receipt of legal documents including their collection, recording and distribution to proper personnel; ensures that certain legal documents are photocopied and prepared for filing with the courts of Guam; Supervises the activities of the reception area; establishes and maintains policies and procedures regarding the reception and proper disposition of the public, either through telephone calls or walk-ins; Ensures that adequate supplies and materials are provided for the operations of the Legal Clerical Division through periodic inventory and office requisitions; Manages bi-weekly Time and Attendance records for Legal Clerks; Conducts Performance Evaluations for Legal Clerks as required; Prepares and maintains monthly, quarterly and annual statistical reports on the number and types of cases to which the PDSC is appointed counsel by the courts of Guam; Prepares and maintains monthly, quarterly and annual statistical reports on Performance Measures for the Legal Clerical Services division; Compiles data and assists in the preparation of the Corporation’s annual Compact-Impact statistical reports submitted to the Bureau of Planning & Statistics; Performs related duties as required.

“AN EQUAL OPPORTUNITY EMPLOYER”

MINIMUM KNOWLEDGE, SKILLS & ABILITIES	Knowledge of office management principles, practices and techniques; Knowledge of administrative legal terminology, formats and forms; Ability to supervise the activities of the Legal Clerical Services Division; Ability to interpret, explain and apply legal program guidelines and requirements; Ability to make work decisions in accordance with appropriate program guidelines; Ability to evaluate work procedures and develop/recommend changes to improve program effectiveness and efficiency; Ability to learn and operate various office equipment, such as microcomputer in word processing or data base applications, photocopier and/or facsimile machines, central telephone system and other office related equipment; Ability to exercise good judgement, courtesy and tact in receiving callers, assisting clients, giving and obtaining pertinent information and making proper disposition of any problems involving the division; Ability to work effectively with the public and other employees; Ability to communicate effectively, orally and in writing; Ability to maintain records and prepare statistical and other administrative reports.
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 minimum 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 college educational accomplishments are required to submit official or verified copies of transcripts.
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.
PRE-EMPLOYMENT 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.
EMPLOYMENT MEDICAL EXAMINATION	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.
HOW AND WHERE TO APPLY	Government of Guam application forms are available for download on our website at www.guampdsc.org under the “Employment” section. You can submit your completed application in person at the Public Defender Service Corporation HR Office, located at 779 Route 4, Sinajaña, Guam 96910, during business hours: 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays and office closures. Applications with supporting documents may also be submitted electronically to Public Defender Human Resources at hr@guampdsc.org . All submissions must be received no later than 5:00 p.m. on the closing date of this job announcement.
FOR MORE INFORMATION	For additional information or assistance, please contact the Human Resources Office at (671) 475-3100.

“Public Defender Service Corporation is an Equal Opportunity Employer”


SHANE G.L. NGATA
ADMINISTRATIVE DIRECTOR