



EMPLOYMENT OPPORTUNITY

DEPARTMENTAL COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION LEGAL SECRETARY SUPERVISOR	
Announcement No.: PDSC JA-04-2027	OPEN: October 23, 2026 CLOSE: November 09, 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) One (1) year of experience in typing and clerical work in a legal office, five (5) years of experience as a Legal Secretary providing direct legal secretarial services to an attorney, or two (2) years of experience as a Legal Secretary IV in the Public Defender Service Corporation and graduation with an Associate of Arts degree in secretarial administration or clerical studies from a recognized college; or (b) Two (2) years of experience in typing and clerical work in a legal office, five (5) years of experience as a Legal Secretary providing direct legal secretarial services to an attorney or two (2) years of experience as a Legal Secretary IV in the Public Defender Service Corporation and completion of a secretarial diploma program (66 quarter hours) from a recognized business or junior college and graduation from high school; or (c) Three (3) years of experience in typing and clerical work in a legal office, five (5) years of experience as Legal Secretary providing direct legal secretarial services to an attorney or two (2) years of experience as a Legal Secretary IV in the Public Defender Service Corporation and graduation from high school including or supplemented by courses in typing, office practices, and business English; or (d) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.
NATURE OF WORK	This is supervisory and legal secretarial work. Employee in this class supervises the programs and activities of the Legal Secretarial Services Division and performs complex legal secretarial work.
ILLUSTRATIVE EXAMPLES OF WORK	(The following may not include all the duties listed, nor do the examples cover all duties which may be performed.) Develops and implements legal secretarial office management procedures, practices and systems. Supervises and coordinated the work of legal secretaries. Assigns legal secretaries to attorneys; coordinates and reassigns work activities, when necessary, in order to meet work demands. Conducts performance evaluation of subordinates and provides employee development sessions as needed. Coordinates the proper maintenance and security of all documents, files, reports and other correspondence relating to cases handled by the attorneys. Provides legal secretarial services to attorneys. Types all legal documents relating to cases; receives and reviews documents to determine proper disposition independently or upon consultation with attorneys; organizes, analyzes, summarizes and compiles case information for case assessment; receives clients or telephone calls furnishing information as appropriate; sets up appointments or meetings for attorneys; may prepare legal documents and correspondence as per attorney’s instructions and directions. Performs related duties as required.

MINIMUM KNOWLEDGE, SKILLS & ABILITIES	Knowledge of office management principles, practices and techniques; Knowledge of administrative legal terminology, case management procedures, formats and forms; Ability to operate a micro-computer in word processing applications. Ability to supervise the work of others. Ability to design, modify and implement appropriate office practices, procedures and systems. Ability to interpret, explain and apply legal program guidelines and requirements. Ability to make work decisions in accordance with appropriate program guidelines. Ability to work effectively with employees, clients and the public. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Skill in transcribing from a machine and typing at a prescribed rate of speed.
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