



The University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the University of Guam does not discriminate on the basis of sex in the admission to or employment in its educational programs or activities.

ANNOUNCEMENT

November 30, 2017

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Announcement No. 013-18	
<u>Position Title</u> OFFICE CLERK	
<u>Salary Range:</u> UGPP/D 01 \$19,040.00 – UGPP/D 07 \$23,800.00 Per Annum	<u>Opening Date:</u> November 30, 2017 <u>Closing Date:</u> Continuous Until Filled
<u>Location:</u> Enrollment Management and Student Success (EMSS)/TRIO Programs	

MINIMUM QUALIFICATIONS:

- High School Diploma and/or General Education Development (GED) equivalent.
- One (1) year of office clerical work experience involving federal and/or related programs; or
- Equivalent combination of experience and training which provides the minimum knowledge, abilities and/or skills.

NECESSARY SPECIAL QUALIFICATIONS:

- Possession of a valid driver’s license, and
- Experience in overcoming similar barriers with the target population to be served.

QUALIFICATIONS REQUIRED: Pursuant to Public Law 26-87 as amended by Public Law 29-113, all future employees of any position within the government of Guam will be required at minimum to possess one of the following:

1. A high school diploma; or
2. Successful completion of General Education Development (GED) Test; or
3. The equivalent of a general education high school program; or
4. Successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field for the job.

MINIMUM KNOWLEDGE, ABILITIES, AND/OR SKILLS:

Knowledge of general office practices and procedures. Knowledge and ability to operate computers and related software, especially, Microsoft Office. Ability to drive and operate a vehicle. Ability to maintain records and prepare reports. Ability to work effectively with employees and the public. Ability to communicate effectively, orally and in writing. Ability to understand and follow oral and written instructions.

CHARACTER OF DUTIES:

The Office Clerk is a full-time position that works under the Enrollment Management and Student Success (EMSS)/TRIO Program/Student Support Services (SSS). The Office Clerk performs a multitude of clerical and/or secretarial tasks including, but not limited to: typing memoranda, correspondence and forms, receiving and directing visitor and client inquiries either person to person and/or by phone; preparing and maintaining office files, creating and maintaining student records, handling incoming and outgoing mail; preparing purchase orders and receiving reports; assists in scheduling, preparation, coordination and implementation of program services and activities; and other miscellaneous duties related to the program; performs on and off campus errands by way of walking or by means of driving a vehicle and observes all local traffic laws. Performs other duties and projects as required to facilitate the daily operations as assigned by the Project Director and/or Assistant Director.

EDUCATION:

Applicants claiming degrees or credit hours are required to have an original or certified copy of the documents (e.g., Transcripts, high school diploma or GED certification) accompany the application.

WORK ELIGIBILITY:

Submission of completed job applications authorizes the University of Guam to seek and obtain information regarding the applicant’s suitability for employment. All factors which are job-related may be investigated (e.g. previous employment, educational credentials, and criminal records). All information obtained may be used to determine the applicant’s eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job-related sources from legal liability for the information provided.

Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter.

OFFICE CLERK #013-18

A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.

Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position within the University of Guam, you will be required to present valid documents to comply with the law.

POLICE AND COURT CLEARANCE:

Pursuant to Public Law No. 28-24 and Executive Order No. 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

HOW TO APPLY:

Applicants must submit a Government of Guam Application Form to the Human Resources Office, located at the Administration Building between 8:00 a.m. to 5:00 p.m., Monday through Thursday and 8:00 a.m. to 1:00 p.m. on Friday except holidays. Applications may be obtained from this office, or the HR website: <http://www.uog.edu/hro> (under forms). Requests for applications may be directed to the following address: Human Resources Office, University of Guam, UOG Station, Mangilao, Guam 96923. For further information, please contact the Human Resources Office at 735-2350.

UNIVERSITY INFORMATION:

Information on the University's campus security and fire safety may be accessed at <http://www.uog.edu/hro> (under Links).

THE UNIVERSITY OF GUAM IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER:

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Director, EEO and Title IX/ADA Coordinator, Mr. Joseph Blas Gumataotao, located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 106, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).


LARRY G. GAMBOA, SPHR, SHRM-SCP
Chief Human Resources Officer

Office.Clerk.11/30/17
Approved by CHRO 11/30/17