



JUDICIARY OF GUAM



Administrative Office of the Courts Human Resources Office

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Katherine A. Maraman
Chief Justice

Alberto C. Lamorena III
Presiding Judge

John Q. Lizama
Administrator of the Courts

Barbara Jean T. Perez
Human Resources Administrator

JOB ANNOUNCEMENT

The Judiciary of Guam is accepting applications for the position of:


Position Title:	JUDICIAL INTERN
Type of Appointment:	UNCLASSIFIED
Department:	SUPREME COURT
Division:	OFFICE OF THE ETHICS PROSECUTOR
Pay Grade-Step:	GPP-H-1
Hourly Rate:	\$12.75
Announcement Number:	300-2017
Closing Date:	Tuesday, December 12, 2017

Duties: Provides professional administrative support functions and performs other analytical work as directed by the Ethics Prosecutor.

Preferred Experience:

- A. Graduation with an Associate's degree from a recognized college or university in the Secretarial Science field, plus four (4) years of progressive, responsible experience as a secretary; or
- B. Graduation from high school or G.E.D. equivalent, plus five (5) years and six (6) months or a total of 66 months of progressive responsible experience as a secretary or equivalent work supplemented with passed course in intermediate or above level typing.

An applicant must submit an original cover letter and a resume together with an extra copy of each. Completed Judiciary of Guam Application for Employment Form and writing sample may later be required.


EULOGIO SHAWN GUMATAOTAO
 Acting Administrator of the Courts