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# ANNOUNCEMENT

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

<u>Position Title</u>	<u>Ann. No.:</u> A18-03
<b>AMERICORPS ADMINISTRATIVE ASSISTANT</b>	
<u>Salary Range</u> \$18,304	<b>Open Date:</b> March 12, 2018 <b>Closing Date:</b> Continuous Until Filled

## **MINIMUM QUALIFICATIONS:**

**Education and Experience** (A) Three years of staff work involving personnel, budget and other management operations and graduation from high school; or  
(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**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.

## **NATURE OF WORK IN THIS CLASS:**

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.

## **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of office management practices and general administrative functions. 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. Ability to supervise the work of others may be required. Ability to compile statistics. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

**ILLUSTRATIVE EXAMPLES OF WORK:** (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed) 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. Consults with and advise employees, supervisors on personnel matters. Expedites requests for personnel action, purchase requisitions and other administrative transactions. Conducts research on an assigned subject; compiles data and statistics. 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. Arranges conferences; may represent supervisors at meetings or conferences. May supervise the work of subordinate clerical personnel. Performs related duties as required.

## **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.

## **VETERANS / DISABILITY PREFERENCE:**

Applicants claiming veteran's preference are required to provide a copy of the DD-214 (Military Discharge form). Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration. Applicants claiming disability preference should submit a Government of Guam Certification, Certified by the Director of Public Health and Social Services.

## **WORK ELIGIBILITY:**

Submission of completed job applications authorizes the University of Guam and AmeriCorps 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

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undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. 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 and AmeriCorps 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 and AmeriCorps you will be required to present valid documents to comply with the law.

### **CRIMINAL HISTORY CHECK CLEARANCE:**

Under the Serve America Act (SAA), all grantees must conduct National Service Criminal History checks on participants and program employees in AmeriCorps, Foster Grandparents, Senior Companions, and any other programs funded by the Corporation for National and Community Service (CNCS) under National Service laws. The statutory requirement at 42 U.S.C. § 12645g is supplemented by regulatory requirements at 45 CFR §2540.200 through §2540.207 (updated in 2012) as well as the terms and conditions of our grants.

Selected Individuals must agree to undergo a national service criminal history checks of the following:

- (1) A nationwide check of the “National Sex Offender Public Registry” (NSOPR);
- (2) A State Check (Superior Court Clearance) – State of Service and State of Residence check
- (3) FBI fingerprint or name-based criminal history repository check.

And additional criminal history checks for Serve Guam Commission and Government of Guam;

Pursuant to Public Law No. 28-2-+ and Executive Order No. 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances. In addition, selected applicants must take and pass urinalysis testing for illegal use of drugs. The following Guam criminal checks are:

- (4) Guam Police Clearance
- (5) Drug Test

All national and Guam criminal history checks must be cleared within 30 days prior to start of employment. This position is contingent upon the results of the required background checks. This covered position will have recurring access to vulnerable population. Applicants are responsible for fees in obtaining the FBI fingerprinting and Drug Test clearances.

### **HOW TO APPLY:**

All applicants must submit a completed application to the Human Resources Office, ATTN: Ms. Remy Cristobal, Executive Director. For further information, please call 735-2218 or 735-2970.

### **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 and AmeriCorps complies with Public Law 24-109 in reference to the provisions and requirements of the American 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 Institutional Compliance Officer, located at the EEO/ADA and Title IX Office, Dorm II, Iya Hami Hall, Room 106, Telephone No. (671) 735-2244; TTY (671) 735-2243; or the Office of Civil Rights (OCR).

**LARRY GAMBOA**

Chief Human Resources Officer, Acting

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