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ANNOUNCEMENT

February 25, 2021

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. 044-21

Position Title
POSTAL ASSOCIATE

Salary Range:

UGPP/H 1 \$26,520.00 – UGPP/H 18 \$46,742.00 Per Annum

Open Date:

February 25, 2021

Closing Date:

March 11, 2021

Location:

Office of the President/University Marketing & Communications/Auxiliary Services/Post Office

MINIMUM QUALIFICATIONS:

- Two (2) years of postal work experience and graduation from high school or GED equivalent; or
- Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and/or skills.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in business, public administration, communications, or other related field.
- Experience working in a corporate or institutional mail room.

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.

KNOWLEDGE, ABILITIES, AND/OR SKILLS:

Knowledge of federal postal regulations, policies, procedures and related guidelines. Knowledge of standard office practices and procedures. Knowledge of Microsoft Office 365. Ability to interpret and apply federal postal regulations, policies, procedures and other program guidelines. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Excellent customer service skills. Skill in the safe operation of a motor vehicle.

ILLUSTRATIVE EXAMPLES OF WORK:

Sorts mail according to destination and type, such as returned letters, adjustments, bills, orders, and payments; readdresses undeliverable mail bearing insufficient or incorrect address. Sorts incoming mail for distribution and dispatches outgoing mail; follows-up tracers and claims; forwards undelivered mail. Compute charges for postage; provides special services for accountable mail; sells and cashes domestic money orders; sells stamps. Provides information to the public concerning postal regulations, mailing restrictions, rates, and matters involving postal transactions. Procures supplies. Maintains records and prepares reports. Performs related duties as required.

EDUCATION:

Applicants claiming degrees or credit hours are required to upload a certified copy of the documents (e.g., transcripts, high school diploma, or GED certification) with the online job application through UOG's online employment portal at <http://uog.peopleadmin.com>.

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 (i.e., 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. A

#044-21 POSTAL ASSOCIATE

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 the date 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 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:

All applicants must submit an online job application through the UOG's online employment portal system at <http://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call 735-2350.

UNIVERSITY INFORMATION:

Information on the University's campus security and fire safety may be accessed at <https://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, located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 104, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).


Joseph Gumataotao (Feb 25, 2021 13:50 GMT+10)

JOSEPH B. GUMATAOTAO
Acting Chief Human Resources Officer

Postal.Associate.02/25/21
Approved by ACHRO 02/25/21