



**DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION**

501 Mariner Avenue
Barrigada, Guam 96913
Tel: (671) 475-0496
www.gdoe.net

JON J.P. FERNANDEZ
Superintendent of Education



ANTONETTE MUÑA SANTOS
Administrator

The Department of Education is currently accepting job applications for the following position to **ESTABLISH A LIST:**
OPEN-COMPETITIVE JOB ANNOUNCEMENT (NO. HRD-063-2019)

CLERK TYPIST III (0.202) *

OPENING DATE: September 3, 2019 CLOSING DATE: September 16, 2019

SALARY: Pay Grade F -- General Pay Plan (GPP)

Open: Step 1-10, \$23,171.00 - \$31,809.00 Per Annum

Promotional: Step 1-18, \$23,171.00 - \$40,839.00 Per Annum

DUTY: Probationary/Permanent Full-Time Appointment

LOCATION: Any School/Division

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING – Two years of experience in typing and office clerical work and completion of courses in business English, advance typing and office practices; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills. (Important: Please submit official or verified copies of education diploma, degree, or transcript with your job application.)

NATURE OF WORK: This is complex typing and clerical work. Employees in this class type complex materials generally involving varied spacing arrangements, foreign or specialized language, and extensive changes and insertions. Work requires the use of judgment as to form and arrangement of typewritten material and correct punctuation, spelling and grammar. Clerical work involves complex and varied procedures and processes. (Illustrative examples of work: (Any one position may be include all the duties listed, nor do the examples cover all duties which may be performed.) Types correspondence, memorandums, reports, and related materials; reviews typed materials for accuracy of grammar, spelling, punctuation, format and placement; drafts routine correspondence. Maintains files; inventories office supplies and equipment; prepares payroll; maintains records of activity funds; compiles statistical data and prepares periodic statistical reports; coordinates the processing and handling of incoming and outgoing mail. Receives office callers, and refers them to appropriate personnel; answers questions or inquiries for routine information. Maintains records and prepares reports. Performs related duties as required). **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:** Knowledge of business English, spelling, punctuation and grammar. Knowledge of standard office practices, procedures and equipment. Ability to organize and type lengthy and complex reports, correspondence and other materials in proper format and style, and to make moderately involved changes. Ability to learn and apply organizational and procedural changes. Ability to learn and operate standard office machines and equipment. Ability to work effectively with employees and the public. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Skill in typing accurately at a prescribed rate of speed.

EMPLOYMENT BENEFITS: This is a permanent, full-time position for any school or division. New hires serve a probationary period of at least six months. Satisfactory completion of the probationary period entitles the employee to permanent civil service status and protection. Benefits include: enrollment in the government's Retirement Fund system; group health and life insurance coverage; paid vacation and sick leave; and paid holidays. Full-time employment consists of 40 hours of regular work per week with 26 pay periods per year.

APPLICATION SUBMISSION AND DEADLINE: Employment applications may be obtained from our office, located at **Building-B, 501 Mariner Avenue, Barrigada** or printed from the **Department of Education's website at www.gdoe.net**. Interested applicants must submit a completed "Employment Application" form to the **DEPARTMENT OF EDUCATION, Human Resources Division Office, on or before the application deadline**. Applications with supporting documents will be accepted up until **September 16, 2019** at the Human Resources Division Office between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. **Please note that there are two types of DOE job applications – one for FCHPA Covered Positions and one for FCHPA Exempt Positions.**

***FAIR CHANCES HIRING PROCESS ACT (FCHPA):** This is a Covered position. Please complete an FCHPA Covered Position Job Application. For covered positions, employers must follow the Fair Chances Hiring Process (pursuant to P.L. 34-22) which prohibits employers from asking for criminal history information until a conditional job offer is given. **Under this job announcement, do not submit a police and/or court clearance report or answer questions regarding any criminal convictions until you have been offered a job. If you choose to submit these documents or answer criminal history questions at the time of application, you do so voluntarily.**

FOR ADDITIONAL INFORMATION: Please refer to the **Employment Application General Instructions and Important Information Sheets**, call 475-0496, and/or come by and visit our office.

ANTONETTE MUÑA SANTOS,
Personnel Services Administrator