



**DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION**

501 Mariner Avenue
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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-065-2019)

SECRETARY I (TYPIST)(0.205)*
(Limited-Term Full-Time)

OPENING DATE: September 9, 2019 **CLOSING DATE:** September 20, 2019

SALARY: Pay Grade G – General Pay Plan (GPP)

Open: Step 1, \$24,729.00 Per Annum

DUTY: Limited-Term Full-Time Appointment

LOCATION: Astumbo Middle School

FUNDING: Local

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING - A) **Two years of typing and office clerical work and completion of a one-year secretarial diploma course (w/o shorthand) from a recognized business college or comparable learning institution, and graduation from high school; or B) Three years of typing and clerical work, and graduation from high school; or C) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.**

NATURE OF WORK IN THIS CLASS: This is secretarial work but without the shorthand skills requirement; Employees in this class usually work for the administrator of a major unit, division, or smaller department and assist the superior, using individual judgment and initiative, in a variety of office clerical activities and coordinating functions in providing clerical assistance. Such responsibilities require an understanding of the functions of the unit and its overall relationship to others organizationally. Instructions are received in the form of suggestions or general outlines of desired objectives. Employees are expected to carry the assignments through to completion under minimal supervision. Work requires reference to style, manual, or procedures, or the use of considerable judgment as to form, arrangement, and spacing. **ILLUSTRATIVE EXAMPLES OF WORK:** *(Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)* Types reports, correspondence, and other material involving considerable use of judgment as to form, arrangement, and spacing; makes extensive changes under general instruction; Sets up and maintains standard office files and records; takes inventories and orders office supplies; processes purchase requisitions, personnel, and other records and forms; relieves supervisor of all clerical details on minor administrative matters; Takes care of various details so that the superior may make maximum effective use of time without unnecessary delay or interruption; Answers phone calls; greets visitors; answers inquiries regarding unit services and provides general information about the department; maintains appointment calendar for superior; Receives and reviews incoming mail; routes mail to proper persons; May supervise a few clerical personnel; Performs related duties as required. **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:** Knowledge of standard Business English, spelling, punctuation, and grammar; Knowledge of office practices, procedures and equipment; Ability to type technical reports, manuals, correspondence and other material with involved corrections and insertions or other elements requiring special spacing and prepare finished copy in appropriate style, arrangement, and format; Ability to perform office management functions for a moderately complex office, and to modify and implement appropriate office practices, procedures and systems; Ability to learn and apply organizational and procedural guidelines of the office; Ability to use initiative and judgment in handling office matters for the supervisor; Ability to exercise good judgment, courtesy, and tact in receiving office callers, in giving and obtaining information, and in making proper disposition of problems; Ability to communicate effectively, orally and in writing; Ability to work effectively with employees and the public; Skill in typing accurately at a prescribed rate of speed.

EMPLOYMENT BENEFITS: This is a limited-term, full-time position. 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, (Tiyan) 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 **Friday, September 20, 2019** at the Human Resources Division Office, Room 103 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

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