



JOB ANNOUNCEMENT **"OPEN COMPETITIVE EXAMINATION"**

TO ESTABLISH A LIST FOR THE POSITION OF:

RECORDS MANAGEMENT OFFICER

SALARY: Open: J-1, \$31,076 P/A - J-7, \$38,845 P/A
Prom: J-1, \$31,076 P/A - J-18, \$54,771 P/A

Announcement No: GGRF-19-07

Opening Date: SEPTEMBER 3, 2019
Closing Date: SEPTEMBER 18, 2019

NATURE OF WORK: Administers the records management program and activities involving the maintenance, retention and disposition of government records and documents.

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.)* Administers the department/agency programs and activities involving the maintenance, retention and disposition of government records and documents. Establishes policies, procedures and related guidelines for the maintenance, retention and disposition of government records and documents. Reviews records and reports to ascertain accuracy as well as proper utilization of methods of storing data through microfilming and other sources. Provides storage and protection for inactive records and documents. Prepares inventory and other administrative reports. Performs related duties as required.

KNOWLEDGE, ABILITIES, AND SKILLS: Knowledge of the principles, practices and techniques of records management. Ability to administer a records management program. Ability to interpret and apply pertinent laws, rules, regulations another program guidelines. Ability to make work decisions in accordance with appropriate program guidelines. Ability to evaluate program effectiveness and recommend appropriate improvement. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

QUALIFICATION REQUIREMENTS:

- A. One (1) year of experience in records management work, and graduation from a recognized college or university with a Bachelor's degree in business administration or related fields; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

MINIMUM EDUCATIONAL AND DOCUMENTATION REQUIREMENTS: All applicants shall be required to have a high school diploma or equivalent as allowed by P.L. 29-113 when applying for a position. Applicants claiming degrees or credit hours are required to provide an official or verified copy of their transcripts, high school diploma, or GED certification.

EXAMINATION REQUIREMENTS: A written examination is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

PURSUANT TO PUBLIC LAW 28-98: "No person convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the Government of Guam."

INTERVIEW PROCEDURES: A panel interview or interview by telephone (if off-island) will be held by the appointing authority or his/her designee for all eligible referred via certification.

PRE-EMPLOYMENT MEDICAL EXAMINATION: All applicants accepting employment with the Government of Guam Retirement Fund must undergo and pass an entry Physical Examination as a condition of continued employment. Expenses for the physical/medical examination must be paid by the applicant.

WORK ELIGIBILITY: Public Law 99-603 (8 USC Section 132A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam Retirement Fund requires:

- * Certified Birth Certificate
- * U.S. Passport
- * Naturalization Card
- * Government of Guam I.D. Card
- * Original Social Security Card
- * Other proof of work eligibility

DRUG SCREENING: All applicants tentatively selected for this position will be required to submit to a mandatory urinalysis to screen for illegal drug use prior to appointment. This also applies to employees selected for Testing Designated Position (TDP). Failure to submit or pass such pre-employment drug test requirement shall be handled as a disqualification and grounds for rescinding the offer of appointment.

POLICE & COURT CLEARANCE REQUIREMENTS: Pursuant to Public Law 34-22 - Fair Chances Hiring Process Act, if selected for and offered employment with the Government of Guam, your selection will be conditional pending submission of a recent police and court clearance. The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit your police and court clearances. Clearances must not be more than one (1) month old. The cost of the clearances is your responsibility. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

SUITABILITY DETERMINATION FORM: Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If this is not complete, or missing from your application, your application for the position will be rejected.

DISABILITY PREFERENCE: Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification form, certified by the Director of Public Health and Social Services.

VETERANS PREFERENCE: Applicants claiming veteran's preference are required to provide a copy of their DD-214 (Military discharge form). Verification from the Veteran's Administration is requested for those applicants claiming compensable disability.

HOW AND WHERE TO APPLY: Open to Government of Guam employees and the public. Applicants can obtain an "Application for Employment" form from the Director's Office 1st Floor, Retirement Fund Office in Maite, or download the application from the Fund's website at www.ggrf.com. Applications must be submitted to the Director's Office, 1st Floor, Government of Guam Retirement Fund on or before 5pm on the date of closing.

For further information, call or contact us at the Administrative Services Division at 475-8937 or 475-8900.


PAULA M. BLAS
Director, Retirement Fund

***"WE ARE AN EQUAL EMPLOYMENT
OPPORTUNITY EMPLOYER"***