



DISTRICT COURT OF GUAM

Employment Opportunity

Announcement No. 07-01

Position Title: CLERK OF COURT

Classification Level: Judicial Salary Plan (JSP) - 15 / 16

Salary Range: \$93,063 to \$116,420 plus 25% tax free COLA

Closing Date for Applications: May 25, 2007

Position Overview:

The District Court of Guam is seeking applications from qualified candidates for the position of Clerk of Court. This is a high-level management position which functions under the direction of the Chief Judge of the court. The Clerk of Court is responsible for managing the administrative activities of the clerk's office and overseeing the performance of the statutory duties of the office. The position entails a large number of administrative and managerial functions, including, but not limited to:

- Consulting with and making recommendations to the judges regarding court policies and procedures;
- Conducting special studies as directed and preparing statistical and narrative reports;
- Hiring and assigning personnel as well as designing and managing training programs;
- Developing, executing, and monitoring the annual budget and financial plan of the court; directing the court's financial fiduciary responsibilities with regard to all purchasing, contracting, disbursing and accounting functions. The Clerk bears personal financial responsibility for the court's appropriated funds, receipts, and collections;
- Managing staff responsible for all case management functions, including electronic case filing, docketing and quality control, archiving of records, statistical reporting, and courtroom support;
- Managing jury operations; recommending and implementing modifications to existing practices as required in order to improve juror utilization; and
- Working with other government agencies on facilities management, building projects, communication systems, emergency preparedness and disaster recovery activities.

Standards and Qualifications:

To be qualified for appointment, candidates must meet the following standards:

A. Education

A bachelor's degree from an accredited college or university is mandatory. A post graduate degree in law, business, public, or judicial administration is preferred.

B. Experience

1. General

A minimum of 10 years of progressively responsible administrative experience in public service or business which provides a thorough understanding of organizational, procedural and human aspects in managing an organization.

2. Management Responsibility

At least three of the 10 years experience must have been in a position of substantial management responsibility.

3. Practice of Law: Active Practice

An attorney who is in the active practice of law in either the public or private sector may substitute said active practice on a year-for-year basis for the management or administrative experience requirement.

C. Educational Equivalents

1. Undergraduate

Education in a college or university of recognized standing may be substituted for a maximum of 3 years of the required general experience on the basis of one academic year of education equals 9 months of experience. A bachelor's degree from a college or university of recognized standing may be substituted for 3 years of the required general experience. Preferably such degree should have included courses in law, government, public, business or judicial administration or related fields.

2. Postgraduate

A postgraduate degree in public, business or judicial administration from such a college or university may be substituted for one additional year of the required general experience.

3. Legal

A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.

The successful candidate should be a leader, motivator, highly organized, and maintain a professional demeanor at all times. Strong interpersonal skills are required.

Conditions of Employment:

All application information is subject to verification. Appointment to this position is provisional, contingent upon a background check. Retention depends upon a favorable suitability determination after a ten-year background investigation. The selected applicant will be subject to an updated investigation similar to the initial one every five years thereafter. This position is subject to mandatory participation in Electronic Fund Transfer (EFT) for payroll deposit. Employees of the judiciary are at "at-will" employees. Judiciary employees are required to adhere to the judicial Code of Conduct. Applicants must be citizens of the United States of America or be eligible to work in the United States.

Benefits:

This position falls within the Judicial Branch of the U.S. Government and includes most federal government benefits.

Application Procedure:

Submit an original and four copies of a comprehensive resume that includes a full education summary, employment and salary history, and a contact list of three personal and three professional references. In addition, a cover letter of interest addressing your management philosophy and experience should be submitted to:

Chief Judge Frances Tydingco-Gatewood
District Court of Guam, Clerk's Office
4th Floor, U.S. Courthouse
520 West Soledad Avenue
Hagatna, Guam 96910

Completed applications must be received or postmarked on or before the closing date of May 25, 2007. Untimely applications will not be considered. The most qualified applicants will be invited for a personal interview.

The District Court of Guam is an Equal Opportunity Employer