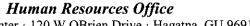


JUDICIARY OF GUAM

Administrative Office of the Courts



Guam Judicial Center · 120 W OBrien Drive · Hagatna, GU 96910 Telephone: (671) 475-3399/3422/3239/3329 · Facsimile: (671) 475-8520



Hon. Robert J. Torres Chief Justice

Hon. Alberto C. Lamorena III
Presiding Judge

<u>Danielle T. Rosete, Esq.</u> Administrator of the Courts <u>Barbara Jean T. Perez</u> Human Resources Administrator

JOB ANNOUNCEMENT

POSITION TITLE: STAFF ATTORNEY			ANNOUNCEMENT NO. 01-2023 TYPE OF ANNOUNCEMENT: UNCLASSIFIED APPOINTMENT	
				DEPARTMENT: DIVISION:
SALARY:				
DESCRIPTION OF WORK		Work emphasizes administrative and professional legal work in performing a variety of complex legal functions in serving as legal advisor to the Judiciary.		
EDUCATION		Graduation from law school in the United States, its territories or possessions which is accredited by the American Bar Association.		
REQUIRED LICENSE		License to practice law on	Guam.	
PROHIBITION PURSUA TO P.L. 28-98	ANT	offense as defined in Art jurisdiction which include	ex offense under the provision of Chapter 25 of Title 9 GCA, or an icle 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any s, at a minimum, all of the elements of said offenses, or who is listed stry shall work in any agency or instrumentality of the government of	
DRUG SCREENING		Applicants selected for employment with the Judiciary of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Testing Designated Positions (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.		
WORK ELIGIBILITY		When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as a condition of employment.		
EMPLOYMENT MEDICAL EXAMINATION		All applicants accepting employment must undergo a medical examination and be declared by a physician as capable of performing the duties of the position within six (6) months from date of hire.		
PROOF OF EDUCATION		All applicants must provide proof of acquired education by submitting a copy of his/her high school diploma or General Education Development (G.E.D.) or college diploma and/or official transcripts.		
POLICE AND COURT CLEARANCE REQUIREMENTS		Police and Court Clearances are required upon selection and conditional offer of employment.		
AMERICANS WITH DISABILITIES ACT (ADA) & EQUAL EMPLOYMENT OPPORTUNITY (EEO)		The Judiciary of Guam complies with the Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Individuals with disabilities requiring special accommodations or assistance should contact Ms. Lina P. Taitingfong, EEO Officer, at 475-3374 or via email at ltaitingfong@guamcourts.org prior to any scheduled examinations or interviews. In accordance with the Judiciary's EEOP Utilization Report, as approved by the U.S.		
HOW TO FILE AN EEO COMPLAINT		Report from the EEO Offi Applicants or candidates Protected Classification, n	fice for Civil Rights, applicants may obtain a copy of the Utilization ce upon request. who believe they have been discriminated against based on an EEO may file a complaint with the Judiciary's EEO Office. A complaint form y website at www.guamcourts.org , on the Judiciary's Intranet, or at the	

	Interested applicants should submit a letter interest, resume and a completed "Application for Employment" form which is available at the Human Resources Office located on the 2 nd Floor of the San Ramon Building or through the Judiciary of Guam's website at www.guamcourts.org .		
HOW AND WHERE TO APPLY	Materials must be submitted within the job announcement period indicated via the following methods: 1. Deliver in-person to the HR Office; 2. Email to hr@guamcourts.org; or 3. Mail via Postal System to the Human Resources Office, Judiciary of Guam, Guam Judicial Center, 120 West O'Brien Dr., Hagatna, Guam 96910.		
INTERVIEW PROCESS	PROCESS The HR Office will coordinate interviews which will be conducted through teleconference virtual conference or in-person.		
FOR MORE INFORMATION	For additional information, please call the Human Resources Office at 475-3399/3329/3422 or email hr@guamcourts.org.		

PANIELLE T. ROSETE, ESQ. Administrator of the Courts