

GUAM WATERWORKS AUTHORITY

PERSONNEL SERVICES DIVISION
220-B Gloria B. Nelson Public Service Building
688 Route 15, Mangilao, Guam 96913
Phone: (671) 300-6073-6 Fax: (671) 300-6896

JOB ANNOUNCEMENT
(Open-Competitive)

Guam Waterworks Authority is accepting applications to establish a list:

Position Title: <p style="text-align: center;">LEGAL SECRETARY II (Limited Term Appointment)</p>	Announcement Number: <p style="text-align: center;">EOE-013-2018</p>
Pay Grade/Step: Minimum: G3B, \$32,986.00 Per Annum Maximum: G4B, \$34,326.00 Per Annum	Open Date: January 9, 2018 Closing Date: January 23, 2018

MINIMUM QUALIFICATIONS:

- a) One (1) year of experience as a Legal Secretary I and graduation from a recognized college with an Associates degree in office technology or secretarial studies; or
- b) One (1) year and six (6) months of experience as a Legal Secretary I and completion of a certificate program in office systems or clerical studies from a recognized college; 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 moderately complex legal secretarial work.

Employees in this class provide complex legal secretarial services to an attorney. Duties are performed independently and direct supervision is received when work assignments deviate from the standard.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed)

- Types and prepares complete case packages; transcribes from a recording machine or attorney's notes, letters, memoranda, telephone conversations, and legal documents such as petitions, answers, pleadings, or other types of abstracts, and depositions; uses appropriate forms and formats in the preparation of legal documents; proofreads all documents before processing for accuracy as to form and grammar.
- Types and prepares briefs for the Superior Court and District Court of Guam and have document served on appropriate counsel and then filed with the respective Court; organizes facts for documents; assembles exhibits, affidavits and other pertinent documents for submittal to court and/or use by the attorney.
- Composes and prepares correspondence as per attorney's instructions for his/her final approval.
- Reviews all incoming legal documents and correspondence for the attorney; initiates action as necessary such as contacting clients regarding scheduled court hearings, ensures service of notice and other matters on opposing parties; does follow up as required on other documents; obtains necessary information from respective files to prepare and submit documents to the attorney for approval.
- Receives and screens all persons wishing to see or talk to the attorney; furnishes or obtains information concerning pending or closed cases and matters using discretion and judgment in determining what information may be released or needed for a particular case.
- Maintains calendar and schedule appointments for attorney; coordinates and schedules hearings with the court, meetings with clients, adverse parties and opposing counsels.
- Establishes and maintains the attorney's and/or client's case files; maintains tickler system to keep abreast of case deadlines; prepares daily dockets and retrieves case files for hearings and appointments; establishes and implements case file retention and releases.
- Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Skill in using word processing applications on a micro-computer and typing at a prescribed rate of speed.
- Knowledge of legal terminology, case management techniques and procedures, formats and forms.
- Knowledge of business English, spelling, punctuation, and grammar.
- Knowledge of legal office practices and procedures.
- Ability to communicate effectively, orally and in writing.
- Ability to interpret and apply program guidelines and requirements.
- Ability to exercise good judgment, courtesy and tact in receiving callers, giving and obtaining pertinent information, and making proper disposition of problems.
- Ability to work effectively with clients, employees, and the public.
- Ability to transcribe from an audio recording device.
- Ability to maintain records and prepare reports.

WORK ELIGIBILITY

Public Law 99-603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position in the Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility.

EDUCATION: Pursuant to Public Law 29-113, Section 3 Subsection (c) of §4101, Article 1, Chapter 4 of Title 4, Guam Code Annotated, is hereby repealed and reenacted to read: "(c) All new employment in the service of the government of Guam *shall* have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in specialized field required for the job."

Applicants claiming degrees or credit hours are required to provide a copy of their college transcript.

DRUG SCREENING:

Applicants conditionally selected for this position shall undergo and pass a urinary screen for illegal drugs pursuant to GWA's Drug-Free Workplace Program policy prior to receiving a Final Offer of Employment. Applicants who violate the requirements of the Drug Free Workplace Policy or refuse to take the mandatory drug test will be disqualified and any offer of the employment will be rescinded.

PROHIBITION: Pursuant to Public Law No. 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".

PREFERENCE POINTS:

- Veterans Preference: Applicants claiming veteran's preference are required to provide a copy of their DD-214 (Military Discharge form). Those claiming Veteran's Compensable Disability are required to provide a copy of a letter from the Veterans Administration.
- Disability Preference: Applicants claiming disability preference must obtain a form from this office and submit it with the required certification signatures.

DOCUMENTATION REQUIRED: Your selection will be **conditional** pending the submission of a recent valid police and court clearance, and taking and passing a drug test. The Human Resources department will advise you of these requirements once you have been conditionally selected. You will have five (5) business days from the date of your Notice of Conditional Employment to submit the mandatory police and court clearances that are not older than thirty (30) calendar days from the date of your notice. The cost to obtain the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date above criteria. If you do not have any convictions or conditions that would warrant rescinding the job offer, and you pass the drug test, you may be notified of your start date.

HOW AND WHERE TO APPLY:

Applicants must submit an original, signed Application for Employment form to the Human Resources Division-Personnel Services Section, Gloria B. Nelson Public Service Building, 688 Route 15, Mangilao, Guam 96913 (2nd Floor) by closing date. For more information call the Personnel Office at 300-6073-6. Our Web site is www.guamwaterworks.org to view the job announcement and to download the employment application.


For Miguel C. Bordallo, P.E.
GENERAL MANAGER
Acting GM
1/2/18
