



GUAM WATERWORKS AUTHORITY
 Gloria B. Nelson Public Service Building | 688 Route 15, Mangilao, Guam 96913
 P.O. Box 3010, Hagåtña, Guam 96932
 Tel. No. (671) 300-6846/48 Fax No. (671) 648-3290

JOB ANNOUNCEMENT (IN-HOUSE)

TO ESTABLISH A LIST FOR THE POSITION OF:

POSITION TITLE				ANNOUNCEMENT NUMBER	
LEGAL ANALYST				25-002	
SALARY				APPLICATIONS WILL BE ACCEPTED FOR THE PERIOD:	
MINIMUM:	J2-C	\$29.40	PER HOUR	DATE OPEN:	October 2, 2024
		\$61,152.00	PER ANNUM		
MAXIMUM:	J3-C	\$30.59	PER HOUR	DATE CLOSED:	October 16, 2024
		\$63,635.00	PER ANNUM		

WHO CAN APPLY:

Only permanent, government of Guam employees from the **Guam Waterworks Authority (GWA)** can apply. The General Manager has identified this position as a career development opportunity for **GWA** employees pursuant to rule 4.A.1.1.(a) of Public Law 28-159.

HOW AND WHERE TO APPLY:

Submit GWA Employment Applications to the GWA Personnel Services Division – Human Resources Office, #205 (2nd Floor) in the Gloria B. Nelson Public Service Building between 8:00 am - 5:00 pm, Monday through Friday. Applicants are encouraged to submit electronically to hrjobs@guamwaterworks.org. **All applications received via electronic mail or fax, must be submitted by 11:59 pm (Guam time) on the closing date of the job announcement.** For more information, call the Human Resources Office at (671)300-6076/6852/6899 or visit our website at www.guamwaterworks.org.

MINIMUM EXPERIENCE AND TRAINING:

- A. Certificate of completion of a paralegal program approved by the American Bar Association; or
- B. Graduation from a recognized college or university with a Bachelor's in legal Studies, Criminal Justice, or related field, and two (2) years of law-related experience; or
- C. Graduation from a recognized college or unit with an Associate's Degree in Paralegal, Legal Studies, Criminal Justice, or related field and three (3) years of legal experience; or
- D. Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

LICENSE OR CERTIFICATES

A valid Guam driver's license may be required at the time of appointment.

NATURE OF WORK IN THIS CLASS:

Under the general direction and supervision of the Guam Power Authority (GPA) or the Guam Waterworks Authority (GWA) staff attorney, employees in this class perform a variety of specialized legal assignments and conduct legal research; analyze legislation, regulations, procedural court orders, and non-complex court and administrative decisions; prepare legal documents and forms for administrative and court proceedings; prepares reports; reviews and assist with the preparation of templated agreements and contracts; and assists with the preparation of administrative rules, regulations, and resolutions; and, coordinated assigned activities.

ILLUSTRATIVE EXAMPLES OF WORK:

(This list is of examples only and does not indicate all job-related duties required of this position.)

Conduct legal research and summarize results; assist in case preparation, pretrial and trial preparation, both in and outside the courtroom and/or for any administrative or regulatory proceeding to include Civil Service Commission (CSC) Status Calls/Hearings, Consolidated Commission on Utilities, and Public Utilities Commission regular meetings and hearing. Monitors, tracks, and updates the status of attorneys' cases and prepares related status reports and summaries. Identifies and resolves scheduling conflicts for case matters, witnesses, clients, and attorneys. Identifies, compiles, and selects documents and exhibits for discovery and trial. Applies knowledge of various court rules related to legal practice subject matter and court filing procedures. Calculates and calendars critical and other dates and advises attorney of specific time requirements, deadlines, and court schedules. Schedules and coordinates pre-hearing conferences or depositions; summarizes deposition content. Communicates with the courts, clients, and witnesses regarding noted motions and confirms scheduling. Prepares, proofreads, serves, and files notices of appearance, answers, motions, notices of hearings, initial or final orders, appellate briefs, accompanying correspondence, and other related case and court documents or pleadings in compliance with court rules. Checks legal citations and references for correct format. Performs legal research to gather and analyze information relevant to litigation regarding specific topics, statutes, case law, court rules, and legislative history. Prepares exhibits and courtroom aids, incorporating current technology. Drafts interrogatories, requests for documents and responses to same. Prepares and finalizes discovery, both propounded and responsive. Review discovery requests provided by the opposing party and identify necessary information needed to obtain appropriate

LEGAL ANALYST (25-002)

records. Composes, organizes, and enters discovery information into legal databases; summarizes depositions and other discovery materials. Retrieves case records, statements, or exhibits as required from databases. Provides assistance to attorneys during trial and/or Civil Service Commission (CSC) hearings or other similar administrative or regulatory hearings. Assembles attorney instructions, organizes hearing and trial notebooks, and maintains case files. Performs other work as required.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of legal procedures and terminology. Knowledge of principles of legal research and legal writing. Knowledge of legal processes and court judicial systems. Knowledge of principles of ethics and confidentiality rules related to legal practice. Knowledge of judicial and quasi-judicial procedures and the rules of evidence. Ability to supervise and train legal clerks or legal secretaries on investigative techniques and processes. Ability to perform legal research in accordance with preliminary instructions as to methods or approach, source material available, and policy and precedent of the office. Ability to summarize facts and evidence and prepare legal instruments. Ability to communicate clearly and logically in oral and written form. Ability to utilize technology in research and writing assignments. Ability to create spreadsheets to capture and analyze data. Ability to maintain effective working relationships with persons contacted in the course of work.

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".

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.

DOCUMENTATION REQUIREMENTS:

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government-recognized accrediting agency.

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 a certification program, from a recognized, accredited or certified vocational-technical institution, in the specialized field required for the job." Applicants claiming degrees or credit hours are required to provide a copy of their college transcript. All new employees (meaning not a current government of Guam employee, to include re-employment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position.

DRUG SCREENING:

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

EMPLOYMENT MEDICAL EXAMINATION:

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the essential duties of the position being hired for.

PREFERENCE POINTS:

Applicants claiming veteran's preference are required to provide a copy of their DD-214, Member 4 Form. Applicant's claiming a disabled veterans are required to provide a copy of a letter from the U.S. Veterans Administration.

ELIGIBLE RATING:

After receiving an eligible rating, your chances for an interview depend on (1) the number of available vacancies; (2) whether your rating score is high enough to be certified (see CERTIFICATION FOR INTERVIEW); (3) whether or not a registered Enhanced Placement Program (EEP) eligible, Priority Placement Program (PPP) eligible, or a Bonafide preferential hire is on the same eligibility list as you. For these reasons we cannot give definite information about how soon you might be contacted for an interview.

INTERVIEWING PROCEDURES:

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

EXPIRATION OF ELIGIBLE RATING:

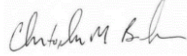
Your eligible rating score expires after one (1) year your score is established, which is indicated on your Notice of Rating. If you applied under a continuous job announcement and the job announcement has yet to close, you may update your rating score by submitting a new employment application form. For closed job announcements, you may update your rating by reapplying and repeating the application process when the position is re-announced. If your

LEGAL ANALYST (25-002)

rating score expires under a closed job announcement, you can only be eligible again by reapplying and repeating the application process when the position is re-announced. In general, though, you are encouraged to apply for any and all job announcements that you feel you qualify for, and are eligible to apply for. (Please note, that depending upon the needs of a particular department, positions may be announced with Selective Certifications, aka Selective Factors (SF) requirements which may affect your eligibility for a position, under a particular job announcement).

CERTIFICATION FOR INTERVIEW:

For each vacancy, the top eight (8) applicants with the highest scores are scheduled for interviews (ten applicants for the laborer and custodial vacancies.) However, in the event of tie scores with the eighth eligible, all eligibles with the same score as the eighth eligible will be referred. When your name is reached, you will be notified by mail and/or telephone, and/or email to report for an interview. You may or may not be selected as a result of the interview. If you are not selected, your name will be placed back on the eligible list for consideration in filling future vacancies until your score expires.



Christopher M. Budasi, Acting
GENERAL MANAGER

“WE ARE AN EQUAL OPPORTUNITY EMPLOYER”



#1782

CS