



OFFICE OF PUBLIC ACCOUNTABILITY

Job Announcement

Benjamin J.F. Cruz
Public Auditor

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of

ADMINISTRATIVE ASSISTANT (1.135) (LIMITED TERM APPOINTMENT)

Announcement Number: OPA 23-04

Open: Friday, March 31, 2023

Close: Friday, April 21, 2023

Pay Grade: OPEN: J-01; \$31,076 P/A – J-07; \$38,845 P/A
PROMOTION: J-01; \$31,076 P/A – J-18; \$54,771 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam retirement, please visit www.ggrf.com. For other inquiries, please visit Department of Administration website www.hr.doa.guam.gov.

Employees within the Office of Public Accountability who have obtained a nationally recognized certification as a Certified Public Accountant (CPA), Certified Government Financial Manager (CGFM), Certified Fraud Examiner (CFE), or Certified Internal Auditor (CIA) shall be entitled to receive a single certification pay differential. A Guam licensed CPA shall be eligible to receive a fifteen percent (15%) increase, or the CGFM, CFE, and CIA, which are nationally recognized but not required to be Guam licenses, shall be eligible to receive a ten percent (10%) increase. The pay differential shall apply and is limited to a single certification, and shall not be used in any calculation of the rate of pay with respect to overtime, and shall not be considered pay or compensation in any calculation of enhanced compensation otherwise provided by law.

Who Can Apply

Open to all Government of Guam employees and the public.

Necessary Special Qualification

Possession of a valid driver's license may be required.

Minimum Experience and Training

- (A) Three years of staff work involving personnel, budget and other management operations and graduation from high school; or
- (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Nature of Work

This is staff administrative work involved in providing assistance to a department.

Employees in this class provide administrative and office support services. Supervision may be exercised over subordinate clerical personnel.

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.)

Administrative Assistant (Open)

Composes correspondence for the signature of the supervisor; organizes and coordinates matters requiring executive action; insures compliance to established laws, policies and related administrative guidelines.

Consults with and advise employees, supervisors on personnel matters.

Expedites requests for personnel action, purchase requisitions and other administrative transactions.

Conducts research on an assigned subject; compiles data and statistics.

Assists in the preparation of the budget and other related matters of the department or agency; maintains budget ledgers and monitors the funds allocated to the various budgetary accounts; alerts management to problem areas.

Arranges conferences; may represent supervisor at meetings or conferences.

May supervise the work of subordinate clerical personnel.

Performs related duties as required.

Minimum Knowledge, Abilities & Skills

Knowledge of office management practices and general administrative functions.

Ability to make work decisions in accordance with established laws, rules and other program guidelines and to apply departmental or agency policies to work problems.

Ability to supervise the work of others may be required.

Ability to compile statistics.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Educational and 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. Applicants shall be responsible to provide all required documents for each employment application submitted. Failure to provide proof may result in disqualification.

Employment in the service of the Government of Guam shall have as a reasonable measure of job performance, the minimum educational requirement of high school diploma or a successful completion of a General Educational Development (GED) Test, or any equivalent of a general education high school program, or a successful completion of a certificate program from a recognized accredited or certified vocational technical institution, pursuant to Public Law 29-113.

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision 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.

Examination Requirements

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

Interviewing Procedures

A Zoom interview will be held by the appointing authority or his or her designee for all eligible referred via certification.

Employment Medical Examination

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

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Test Designated Positions (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). 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 police and court clearances that are no older than one (1) month from the date of your letter. The cost of 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 criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified on your start date.

How and Where to Apply

Submit job applications along with a letter of interest, latest resume and official or verified copies of transcripts electronically at recruitment@guamopa.com on or before 5:00 p.m., APRIL 21, 2023. If you are unable to submit your application electronically, please send us an email to pre-arrange a specific time during normal business hours to drop off your application at the Office of Public Accountability, Suite 401, DNA Building, 238 Archbishop Flores Street, Hagatna, Guam 96910, between 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays.

For more information, you can visit our website at www.opaguam.org to view the job announcements and to download the employment application forms.


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WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.