

KUMISIÓN I FINO' CHAMORU YAN I FINA'NÁ'GUEN I HISTORIA YAN I LINA'LA' I TAOTAO TÁNO'

(Commission on CHamoru Language and the Teaching of the History
and Culture of the Indigenous People of Guam)

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JOB ANNOUNCEMENT

To Establish a list for the position of

Multimedia Technician I

(Unclassified Appointment)

OPEN: October 14, 2022 Continuous until Filled

Who Can Apply

Open to the public

Qualification and Education Requirements

Two years of experience in the maintenance, repair, operations and testing of audio-visual equipment. or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Nature of Work

Performs semi-skilled work in the operations, maintenance, repair and testing of audio-visual equipment. Employees work under general supervision performing semi-skilled work or assist others in skilled work under close supervision. Performs tasks related to uploading, posting and preparing material for social media platforms and the Kumision Website. Assist staff with technical operations involving equipment such as the Promethean Board and other technical requirements.

Necessary Special Qualifications

Knowledge of the operations, maintenance, repair and testing of audio-visual equipment. Ability to interpret and work directly from service manuals, sketches and/or schematics. Ability to operate audio-visual equipment, conduct recordings, edit and create complete recordings for uploading into social media platforms and websites. Ability to understand and follow instructions. Ability to maintain records of work performed. Semi-skill in the repair of audio-visual equipment.

Illustrative Examples of Work

Performs operations and maintenance, repair and testing of public address systems, technical equipment and language labs. Assists skilled workers in performing the full range of multimedia technician repair work. Keeps records of work performed. Performs related work as required.

Minimum Educational Requirements

All new employment in the service of the government of Guam shall have, as reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Educational Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of a certification program from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job, pursuant to Public Law 29-113.

Documentation Requirement

To validate credentials, you may claim (e.g. High School Diploma, College Transcript, etc.) an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature.

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.

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

Applicants will be rated by the Department of Administration 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 personal interview or interview by telephone or video conference will be held by the executive committee of the Kumision for all eligible referred via certification.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in Guam as a 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 Position (TDP), failure to submit or pass such a drug test shall be grounds for rescinding the offer of appointment.

Police and Court Clearance 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. The cost of the clearance is your responsibility. If you have already submitted clearance with your employment application, you will not be required to resubmit as long as it is within the allowed date criteria. 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 of your start date.

Where to Apply

Submit job applications via email to kumisionchamoru@gmail.com. Applications may also be submitted in person to the Kumision office located in the Bell Tower, Anigua, 2nd floor. For more information call 671-475-0139 or send an email to kumisionchamoru@gmail.com. In addition to this job announcement, employment application forms are accessible to download at the Kumision's website at www.kumisionchamoru.guam.gov

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

