

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)

Building E, #107 Mariner Avenue, Tiyán, Guam 96913
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JOB ANNOUNCEMENT

To Establish a list for the position of

Office Aide

(Unclassified Appointment)

OPEN: October 14, 2022 Continuous until Filled

Who Can Apply

Open to the public

Qualification and Education Requirements

No experience or training is required. The minimum knowledge, abilities and skills listed above are required.

Nature of Work

This is routine office support work. Employees in this class perform simple office support tasks of a routine or repetitive nature under close supervision.

Necessary Special Qualifications

Ability to follow simple oral and written instructions, Ability to learn routine and repetitive office support tasks readily and to adhere to prescribed procedures. Ability to work effectively with the public and employees. Ability to learn to operate simple common office machines.

Illustrative Examples of Work

Addresses, stuffs and stamps envelopes. Sorts and distributes mail; receives and delivers messages; stamps and logs incoming and outgoing mail. Answers telephones and relays messages; acts as a receptionist and may handle callers at counters. Makes reproduction copies of documents and collates copies according to predetermined order. Perforates and files sorted material according to predetermined filing categories. Performs related duties 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.

