



DEPARTMENT OF EDUCATION HUMAN RESOURCES DIVISION

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K. ERIK SWANSON, Ph.D.
Superintendent of Education

KATHERINE M.P. ADA
Personnel Services Administrator

OPEN COMPETITIVE JOB ANNOUNCEMENT

To establish a list for the position of

CLERK II (0.141)*

ANNOUNCEMENT NO. HRD-020-2026

Open: December 12, 2025 **Close:** December 26, 2025

2023 GENERAL PAY PLAN (GPP)

OPEN: D-1; \$23,229.00 per annum – D-10; \$31,889.00 per annum
PROMOTION: D-1; \$23,229.00 per annum – D-18; \$40,941.00 per annum

Employment: Promotional/Permanent Full-Time Appointment

Location: **ANY SCHOOL/DIVISION**

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING:

- (A) One year of clerical experience; or
- (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

MINIMUM EDUCATION REQUIREMENT:

Applicants claiming education accomplishment, such as degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 29-113, "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 of a general 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."

NOTE: To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification.

NATURE OF WORK IN THIS CLASS:

This is moderately complex clerical work. Tasks performed involve a large number of routine clerical duties in several different clerical functions which require several weeks to learn. Employees in this class perform assigned tasks within the prescribed or well-established procedures. Where work is more repetitive, more responsibility is placed on final action.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)*

Interviews patient or representative to obtain information needed in completing the patient history sheet, and completes all required admission forms; types addressograph plate and I.D. band for the patient; assigns patient to room or ward, escorts patient or arranges for escort to assigned room or ward; types admission and discharge records and routes to designated departments; types patient listings; maintains admission and discharge ledgers; receives payments/deposits from patients; compiles data for occupancy and census records.

Gives out and receives applications for employment; review application forms and supporting documents for completeness of identifying and other basic information; have new employees complete employment forms, i.e., insurance, retirement, income tax; files personnel actions and other documents in the employee's jacket; files job announcements; types personnel actions forms, eligibility and certification lists; maintains and updates employee service cards.

Registers new students; complete all necessary forms for students transferring or withdrawing; types student roster; takes and maintains accurate inventory of books; maintains files of student records; sells lunch tickets, prepares tickets for free meal, and prepares cash collection field receipts.

May perform simple typing of standard forms or letters and operate other office machines.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of general office practices and procedures.

Ability to learn moderately complex clerical tasks and to adhere to prescribed procedures.

Ability to understand and follow moderately complex oral and written instructions.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare routine reports.

Ability to operate common office machines, including typewriter, may be required for certain assignments.

EMPLOYMENT BENEFITS:

This is a permanent, full-time position. New hires serve a probationary period of at least six months. Satisfactory completion of the probationary period entitles the employee to permanent civil service status & protection. Benefits include: enrollment in the government's Retirement Fund system; group health and life insurance coverage; paid vacation and sick leave; and paid holidays. Full-time employment consists of 40 hours of regular work per week with 26 pay period per year.

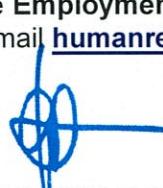
APPLICATION SUBMISSION AND DEADLINE:

Employment applications may be obtained from our website <https://www.gdoe.net/District/Department/14-Human-Resources-Division/1750-Forms.html> or in office, located at Building-B, 501 Mariner Avenue, Barrigada. Interested applicants must submit a completed "Employment Application" form to the DEPARTMENT OF EDUCATION, Human Resources Division Office, on or before the application deadline. Applications with supporting documents will be accepted up until **December 26, 2025** at the Human Resources Division Office (or via email) between the hours of 8:00 a.m. to 5:00 p.m., Chamorro Standard Time, Monday through Friday, except holidays. Please note that there are two types of DOE job applications - one for FCHPA Covered Positions and one for FCHPA Exempt Positions.

FAIR CHANCES HIRING PROCESS ACT (FCHPA):

This is a **COVERED** position. Please complete an FCHPA Covered Position Job Application. For covered positions, employers must follow the Fair Chances Hiring Process (pursuant to P.L. 34-22) which prohibits employers from asking for criminal history information until a conditional job offer is given. **Under this job announcement, do not submit a police and/or court clearance report or answer questions regarding any criminal convictions until you have been offered a job. If you choose to submit these documents or answer any criminal history questions at the time of application, you do so voluntarily.**

FOR ADDITIONAL INFORMATION: Please refer to the **Employment Application General Instructions and Important Information Sheets**, call 475-0496, and/or email humanresources@gdoe.net.


KATHERINE M.P. ADA,
Personnel Services Administrator

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