DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION
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JUDITH T. WON PAT, Ed.D.
Acting Superintendent of Education

KATHERINE M.P. ADA
Personnel Services Administrator

OPEN COMPETITIVE JOB ANNOUNCEMENT

To establish a list for the position of

CLERK III (0.142)

ANNOUNCEMENT NO. HRD-035-2026
Open: February 25, 2026 Close: March 11, 2026

2023 GENERAL PAY PLAN (GPP)
OPEN: E-1; $25,736.00 per annum – E-10; $35,330.00 per annum
PROMOTION: E-1; $25,736.00 per annum – E-18; $45,360.00 per annum

Employment: Probational/Permanent Full-Time Appointment
Location: **ANY SCHOOL OR DIVISION**

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING:

(A) Two years of office 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 complex and varied clerical work. Employees in this class perform several moderately complex substantive clerical transactions with involved procedures and steps performed in a variety of sequences. Work may involve leading subordinate clerical employees.

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.)*

Receives telephone service orders for plant facility assignment; records all necessary information on the connector record, line equipment record, and cable record; upkeeps terminal address and left-in station files; coordinates with Outside Plant and the Central Office on any facility changes, problems, or discrepancies on existing and new assignments; refers to cable distribution maps for reference and assistance in facilities locations; submits completed service order to Business Office.

Establishes and maintains the large and complex files of the Processing and Records Section of the Retirement Fund consisting of active, inactive and refunded member files, canceled check file, deceased members file, social security, and various registers and log books; locates records of and records any prior services of members for computation of actual government services; receives applications for membership; provides basic information on retirement benefits; may compute services for the Actuary Survey; may process refunds.

Receives, records, deposits and disburses the school's activity fund, makes monthly status report of the activity fund; types requisition forms, maintains records of purchase orders, follows up on outstanding purchase orders; prepares payroll; receives and issues textbooks, workbooks and supplies to teachers, and conducts workbook/textbook inventory; takes breakfast and collections and prepares reports for submission to Cafeteria Section, Business Office and the Treasurer of Guam.

May lead the work of lower level clerical personnel.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of office practices and procedures.

Ability to learn and apply complex rules, regulations and related guidelines.

Ability to make arithmetic computations.

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 type and operate standard office machines may be required for certain assignments.

Ability to lead the work of others 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.

APPLICATION SUBMISSION AND DEADLINE:

Employment applications may be obtained from our website **https:1/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 Wednesday, March 11, 2026 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 FHCPA 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 the 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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