



**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 ANNOUNCEMENT

To establish a list for the position of
ADMINISTRATIVE ASSISTANT (1.135)

ANNOUNCEMENT NO. HRD-111-2026

Open: October 30, 2025 Close: November 12, 2025

2023 GENERAL PAY PLAN (GPP)

OPEN: J-1; \$37,913.00 per annum – J-10; \$52,047.00 per annum
PROMOTION: J-1; \$37,913.00 per annum – J-18; \$66,821.00 per annum

Employment Type: **Probationary/Permanent Full-Time**
Appointment Location: **CHamoru Studies Division**

We are an Equal Opportunity Employer

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.

Selective Factor:

CHamoru language speaking preferred or willing to undergo Master-Apprentice approach to learn the CHamoru language.

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 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.)*

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 requested for personnel action, purchase requisitions and other administrative transactions.

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

**ADMINISTRATIVE ASSISTANT (1.135)
CHAMORU STUDIES DIVISION**

Assists in the preparation of the budget and other related matters of the department of 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, AND 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.

EMPLOYMENT BENEFITS:

This is a permanent, full-time position for the Chamoru Studies Division. 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 periods per year.

APPLICATION SUBMISSION AND DEADLINE:

Employment applications can be obtained online www.gdoe.net -HR Forms or at the GDOE Human Resources Division located at Building-B, 501 Mariner Avenue, Barrigada.

Interested applicants must submit a completed Employment Application form on or before the application deadline. Applications with supporting documents will be accepted up until **Wednesday, November 12, 2025** via email or in our office between the hours of 8:00 a.m. to 5:00 p.m., Chamorro Standard Time (CHST), Monday through Friday, except holidays. Please note that there are two types of GDOE employment 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.



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