



DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCES DIVISION
GOVERNMENT OF GUAM

**JOB ANNOUNCEMENT
OPEN COMPETITIVE EXAMINATION**

**TO ESTABLISH A LIST FOR THE POSITION OF
ATTORNEY
(ALL LEVELS)**

FELIX P. CAMACHO
Governor of Guam

KALEO S. MOYLAN
Lieutenant Governor

LOURDES M. PEREZ
Director

JOSEPH C. MANIBUSAN
Deputy Director

ANNOUNCEMENT NO:

DOA 174-06

APPLICATIONS WILL BE ACCEPTED
FOR THE PERIOD

APRIL 17, 2006 - CONTINUOUS

WHO CAN APPLY

Open to government of Guam employees and the public.

**NECESSARY SPECIAL
QUALIFICATIONS**

Possession of a current license to practice law in a state or territory of the United States. As a condition of employment, candidate must take the Guam Bar within two years and pass within three years of employment.

**DOCUMENTATION
REQUIREMENTS**

Applicants must submit a copy of their transcript or diploma which shows completion of their law degree; copy of their current license to practice law in a state or territory of the United States ; and certificate of good standing.

**SUITABILITY
DETERMINATION
FORM**

Your employment application will not be deemed complete 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. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT
CLEARANCE
REQUIREMENTS**

If you are 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(see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

**QUALIFICATION
REQUIREMENTS**

Persons apply for any of the attorney position will be evaluated according to the criteria below in compliance with the Title 4 §6208 of the Guam Code Annotated as amended by P.L. 27-106. Applicants will be placed at the highest level of Attorney which is dependent on experience.

ATTORNEY I

An attorney with zero to three years of experience as an attorney, working under the supervision of a senior attorney or judge. The pay scale and steps shall be as follows:

Step 1 - under 1 years as an attorney	\$40,352 P/A
Step 2 - more than 1 year, but less than 2 years experience as an attorney	\$42,874 P/A
Step 3 - more than 2 years, but less than 3 years experience as an attorney	\$45,396 P/A

ATTORNEY II

An attorney with three years experience, but less than five years experience as an attorney, working under the supervision of a senior attorney. The pay scale and steps shall be as follows:

Step 1 - more than 3 years, but less than 4 years experience as an attorney	\$47,008 P/A
Step 2 - more than 4 years, but less than 5 years experience as an attorney	\$49,773 P/A

ATTORNEY (ALL LEVELS)

ATTORNEY III

An senior attorney with over five years, but less than eight years experience as an attorney, working with minimal supervision, who may supervise and direct other attorneys. The hiring authority may allow up to two years of attorney experience credit or seniority credit for special skills, training, or excellence as an attorney. The pay scale and steps shall be as follows:

Step 1 - more than 5 years, but less than 6 years experience as an attorney	\$51,723 P/A
Step 2 - more than 6 years, but less than 7 years experience as an attorney	\$54,765 P/A
Step 3 - more than 7 years, but less than 8 years experience as an attorney	\$59,329 P/A

ATTORNEY IV

An Attorney IV includes all non-supervisory and program supervisor senior attorneys, to include, the Chief Deputy Attorney General, and the Public Defender. A senior attorney with over eight years as an attorney, working with minimal supervision, with possible supervisory duties over other attorneys. The hiring authority may allow up to three years of attorney experience credit or seniority credit for special skills, trial experience, training, or excellence as an attorney, to the extent the attorney has less than eleven years of experience as an attorney. The pay scale and steps shall be as follows:

Step 1 - over 8 years, but less than 9 years experience as an attorney	\$62,144 P/A
Step 2 - over 9 years, but less than 10 years experience as an attorney	\$68,493 P/A
Step 3 - over 10 years, but less than 11 years experience as an attorney	\$72,522 P/A
Step 4 - over 11 years, but less than 12 years experience as an attorney	\$75,208 P/A
Step 5 - over 12 years, but less than 15 years experience as an attorney	\$77,894 P/A
Step 6 - over 15 years experience as an attorney	\$80,580 P/A

Any attorney who has 16 years or more of total experience as an attorney, and who has reached the level of Attorney IV, Step 6 shall thereafter receive a pay increase of 3.5% every two years of service as a government of Guam Attorney.

EXAMINATION REQUIREMENTS

A written test is not required. Applicants will be rated on a scale between 70.00 to 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 (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

DRUG SCREENING

Applicants selected for and offered employment with the government of Guam shall undergo and pass a mandatory drug test before being employed.

WHERE TO APPLY

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.

FOR MORE INFORMATION

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400.

For: 
CECILIA G. MARTINEZ, Manager
Human Resources Division

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.