



JUDICIARY OF GUAM

Administrative Office of the Courts

Human Resources Office

Guam Judicial Center · 120 W OBrien Drive · Hagatna, GU 96910
Telephone: (671) 475-3399/3422/3239/3329 · Facsimile: (671) 475-8520



Hon. Robert J. Torres
Chief Justice

Hon. Alberto C. Lamorena III
Presiding Judge

Danielle T. Rosete, Esq.
Administrator of the Courts

Barbara Jean T. Perez
Human Resources Administrator

JOB ANNOUNCEMENT

POSITION TITLE:	ANNOUNCEMENT NO. 01-2023
STAFF ATTORNEY	TYPE OF ANNOUNCEMENT: UNCLASSIFIED APPOINTMENT
DEPARTMENT: ADMINISTRATIVE OFFICE OF THE COURTS	APPLICATION WILL BE ACCEPTED FOR THE PERIOD:
DIVISION: COURT ADMINISTRATIVE SERVICES	
SALARY: Attorney Level 3: \$70,596.00 Attorney Level 4: \$80,326.80 Attorney Level 5: \$91,107.00	
OPENS: JANUARY 23, 2023	
CLOSES: FEBRUARY 3, 2023	

DESCRIPTION OF WORK	Work emphasizes administrative and professional legal work in performing a variety of complex legal functions in serving as legal advisor to the Judiciary.
EDUCATION	Graduation from law school in the United States, its territories or possessions which is accredited by the American Bar Association.
REQUIRED LICENSE	License to practice law on Guam.
PROHIBITION PURSUANT TO P.L. 28-98	No person convicted of 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.
DRUG SCREENING	Applicants selected for employment with the Judiciary of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Testing Designated Positions (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.
WORK ELIGIBILITY	When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as a condition of employment.
EMPLOYMENT MEDICAL EXAMINATION	All applicants accepting employment must undergo a medical examination and be declared by a physician as capable of performing the duties of the position within six (6) months from date of hire.
PROOF OF EDUCATION	All applicants must provide proof of acquired education by submitting a copy of his/her high school diploma or General Education Development (G.E.D.) or college diploma and/or official transcripts.
POLICE AND COURT CLEARANCE REQUIREMENTS	Police and Court Clearances are required upon selection and conditional offer of employment.
AMERICANS WITH DISABILITIES ACT (ADA) & EQUAL EMPLOYMENT OPPORTUNITY (EEO)	The Judiciary of Guam complies with the Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Individuals with disabilities requiring special accommodations or assistance should contact Ms. Lina P. Taitingfong, EEO Officer, at 475-3374 or via email at ltaitingfong@guamcourts.org prior to any scheduled examinations or interviews. In accordance with the Judiciary's EEOP Utilization Report, as approved by the U.S. Department of Justice, Office for Civil Rights, applicants may obtain a copy of the Utilization Report from the EEO Office upon request.
HOW TO FILE AN EEO COMPLAINT	Applicants or candidates who believe they have been discriminated against based on an EEO Protected Classification, may file a complaint with the Judiciary's EEO Office. A complaint form is available on the Judiciary website at www.guamcourts.org , on the Judiciary's Intranet, or at the Judiciary's EEO Office.

"The Judiciary of Guam is an equal opportunity provider and employer."

Interested applicants should submit a letter interest, resume and a completed “**Application for Employment**” form which is available at the Human Resources Office located on the 2nd Floor of the San Ramon Building or through the Judiciary of Guam’s website at www.guamcourts.org.

HOW AND WHERE TO APPLY

Materials must be submitted within the job announcement period indicated via the following methods:

1. Deliver in-person to the HR Office;
2. Email to hr@guamcourts.org; or
3. Mail via Postal System to the Human Resources Office, Judiciary of Guam, Guam Judicial Center, 120 West O’Brien Dr., Hagatna, Guam 96910.

INTERVIEW PROCESS

The HR Office will coordinate interviews which will be conducted through teleconference, virtual conference or in-person.

FOR MORE INFORMATION

For additional information, please call the Human Resources Office at 475-3399/3329/3422 or email hr@guamcourts.org.


DANIELLE T. ROSETE, ESQ.
Administrator of the Courts