



DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION

501 Mariner Avenue
Barrigada, Guam 96913
Tel: (671) 475-0496
www.gdoe.net



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

KATHERINE M.P. ADA
Personnel Services Administrator

October 27, 2023

The Department of Education is currently accepting job applications for the following position to **ESTABLISH A LIST:**

OPEN COMPETITIVE JOB ANNOUNCEMENT NO. HRD-003-2024

ATTORNEY I (2.825)

OPENING DATE: October 27, 2023 **CLOSING DATE:** CONTINUOUS (UNTIL FILLED)

SALARY: Attorney Level 1 – Attorney Pay Plan (ATTY)

DUTY: Probationary/Permanent Full-Time Appointment

LOCATION: OFFICE OF THE SUPERINTENDENT – LEGAL COUNSEL

FUNDING: LOCALLY FUNDED

We are an Equal Opportunity Employer

DESCRIPTION OF WORK:

Handles basic core assignments: rule making, contracts, document review, client counseling, legal research for higher level Attorneys, basic legal memoranda, legal research and writing for draft briefs, opinion writing, appellate briefs, oral arguments in non-complex cases, settlements, client counseling.

MINIMUM EXPERIENCE AND TRAINING:

Zero (0) to two (2) years experience as a licensed attorney and graduation from a law school accredited by the American Bar Association.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a current license to practice law in a state or territory of the United States and current certificate of good standing.

NOTE:

Applicant must be admitted to practice law on Guam. However, an exception is made upon payment of an administrative fee for the NCBE to the Guam Board Law Examiners (BOLE) in the amount of Three Hundred Seventy-Five Dollars (\$375), and for an applicant who has been admitted as an attorney of the highest court of any state, district, commonwealth, territory or possession of the United States, and who is in good standing in such others jurisdiction. The exception will make the applicant a temporary active member or admittee of the Guam bar pursuant to order of the Chief Justice of the Supreme Court of Guam for a period of five (5) years which shall run continuously and uninterrupted from the day of order, with such temporary practice of law expressly limited to full time employment with the Government of Guam, its agencies, offices, authorities, public corporations, branches, and instrumentalities, and the Guam Legal Services Corporation. See Guam Rules Governing Admission to the Practice of Law, Rule 3.01: Application for Admission by Examination.

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: Documents to verify training and experience that are required, must be submitted with the employment application form before evaluation can be made. Only training and experience supported by satisfactory documents will be credited.

EMPLOYMENT BENEFITS:

This is a permanent, full-time position for the Office of the Superintendent – Legal Counsel. 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 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 **the position is filled** 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.



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