



**DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION**

501 Mariner Avenue
Barrigada, Guam 96913
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www.gdoe.net



JUDITH T. WON PAT, ED.D.
Acting Superintendent of Education

LEILANI M.F. KEONE
Personnel Services Administrator

February 6, 2023

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

OPEN COMPETITIVE JOB ANNOUNCEMENT NO. HRD-041-2023

ATTORNEY IV (2.828)*

OPENING DATE: February 6, 2023

CLOSING DATE: February 17, 2023

**SALARY: Attorney Level 4 – Attorney Pay Plan (ATTY)
Step 1-10, \$75,780.00 - \$117,880.00 per annum**

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 cores assignments at a complex level, and critically analyzes and handles complex legal matters.

Responsible for preparing complex cases for litigation, initiating and challenging legal policies; counseling high level clients, leadership on complex cases and legal issues.

Leads, guides and mentors attorneys on matters including more complex legal matters; is a resource in specialized matters.

MINIMUM EXPERIENCE AND TRAINING:

Eight (8) or more years of progressively responsible 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: Please see the Supreme Court of Guam's rules Governing Admission to the Practice of Law for those applicants not currently licensed to practice law on Guam.

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 **Friday, February 17, 2023** 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.


LEILANI M.F. KEONE,
Personnel Services Administrator

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