



**GOVERNMENT WIDE  
JOB ANNOUNCEMENT**

To establish a list for the position of

**ADMINISTRATIVE SECRETARY I  
(Position Code No. 0.225)**

**ANNOUNCEMENT NO.:** **GHC17-001**

**APPLICATIONS WILL BE ACCEPTED  
FOR THE PERIOD:** April 12, 2017 – April 21, 2017

**Area of Consideration:** Administration Division

**Pay Grade:** OPEN: F-1; \$23,171 P/A - F-6; \$27,907 P/A  
PROM: F-1; \$23,171 P/A - F-18; \$40,839 P/A

**WHO CAN APPLY** Open to all Government of Guam employees and the public.

- QUALIFICATIONS REQUIREMENTS**
- A) One year of secretarial experience, completion of a one-year Secretarial diploma course (w/shorthand) – 66 quarter hours- Graduation from high school; or
  - B) Three years of experience in stenographic and office clerical work, one year of secretarial experience, and graduation from high school; or
  - C) Graduation from a recognized college with an Associate’s degree in secretarial administration (w/shorthand); or
  - D) Any equivalent combination of experience and training which provides minimum knowledge, abilities and skills.

**POLICE & COURT CLEARANCE** A current police and court clearance is required (not more than three (3) Months old.)

**NATURE OF WORK** This is secretarial work involving the full range of secretarial and office Management duties. Including several additional job requirements necessitating the use of initiative and judgment, such as interpreting complex rules, regulations, and guidelines; being responsible for involved and complex office management responsibilities including the review and modification of office management systems and practices; working within complex organizational guidelines and interrelationships; or working with complex specialized legal or scientific terminology.

Employees usually work for a department head or large division administrator in an office setting which is dynamic and presents a variety of changing situations and job demands. The secretary is allowed to participate to a great extent as a personal assistant and exercise considerable judgment in handling the variety of situations which occur, present opportunities for the secretary to save time of the superior through the use of knowledge of the operations, purpose, and services of the department, its relationships to the overall government structure, other departments and units, and the policies and preference of the superior.

The secretary is responsible for the correct punctuation, capitalization, spelling, grammar, and format of the material transcribed and for the proper placement or arrangement of all typed material which can involve complicated spacing problems in arranging tabular or other non-narrative material to conform with highly stylized and complex format requirements.

**ILLUSTRATIVE  
EXAMPLES OF  
WORK**

Develops and implements procedures for expediting the flow of clerical work through the executive's office by coordinating clerical and stenographic activities; sets up and maintains technical, legal, or other Specialized and general files. / Takes and transcribes a variety Correspondence, reports, minutes of meetings, scientific manuscripts, and reports, and other materials. / Reviews reports, correspondence, and other materials prepared by superior or others for correct grammar, punctuation, and correctness and makes recommends changes. / Maintains a variety of office records and reports; assists in the preparation of budget and summaries. / Receives visitors or callers and provides information or channels complaints or inquiries to proper sources requiring a detailed knowledge of the organizational structure and relationships of the unit, the services of the department and its units, and the preferences and policies of the superior; uses judgement in handling problems. / Acts in liaison capacity for the executive for internal and external contacts. / Maintains appointment calendar for superior; arranges conferences and meetings; makes travel or other reservations or arrangements; handles various details on own initiative. / Collects and organizes data and material required for superior. / May Supervise a few clerical assistants. / Performs related duties as required.

**MINIMUM KNOWLEDGE,  
ABILITIES AND SKILLS**

Knowledge of standard Business English, spelling, punctuation, and grammar. / Knowledge of standard secretarial practices and procedures. / Ability to perform office management functions for a moderately Complex to complex office, and to design or modify and implement appropriate office practices, procedures, and systems. / Ability to use initiative and judgment in handling office matters for the superior. / Ability to learn and apply the organizational and procedural guidelines of the office. / Ability to exercise good judgment, courtesy and tact in receiving callers, in giving and obtaining information, and in making proper disposition if problems. / Ability to work effectively with employees and the public. / Ability to communicate effectively, orally and in writing. / Ability to maintain records and prepare reports. / Skill in taking and transcribing a variety of oral dictation involving complex business material and in typing accurately at a prescribed rate of speed.

**EXAMINATIONS  
REQUIREMENTS**

A written test is not required. Applicants will be rated on a scale between 70.00 and 100.00 percent on basis of their training, education and experience in relation to the requirements of the of the position.

**DOCUMENTATION  
REQUIREMENTS**

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

**INTERVIEWING  
PROCEDURES**

A personal interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligible referred via certification.

**DRUG  
SCREENING**

This is a Testing Designated Position (TDP), as identified in the Drug Free Workplace Program. An applicant tentatively selected for this position will be required to submit to urinalysis for illegal use of drugs prior to final selection. [Exception: If the position change is for thirty (30) days or less, or the applicant is a classified employee not moving to a TDP, or currently occupies a government of Guam Testing Designated Position (TDP), no applicant test is required.] The selection is contingent upon a negative drug test result and, thereafter, the selectee will be subject to drug testing on a random basis as the incumbent of a TDP. Further, all government employee may be subject to drug testing certain circumstances such as reasonable suspicion and after an accident or an unsafe practice. All individuals will have an opportunity to submit medical documentation that may support the legitimate use of a specific drug to a Medical Review Officer. An applicant's test results will be provided to the selecting official of the Guam Housing Corporation before a final selection is made. A verified positive drug test result of a current

employee occupying a TDP will also be provided to the employing appointing authority. Situations in which an applicant refused or ignored the requirement to take a pre-employment drug test without just cause will be handled as disqualifications.

**FOR MORE  
INFORMATION**

Please visit us at the main office of the Guam Housing Corporation, Administration Division, ITC Building Suite 535, Tamuning GUAM 96931, or call us at (671) 647-4143.



**CHRISTOPHER M. DUENAS**  
Acting President