



GUAM HOUSING CORPORATION
ADMINISTRATION DIVISION
GOVERNMENT OF GUAM

JOB ANNOUNCEMENT

TO ESTABLISH A LIST FOR THE POSITION OF

CLERK III

(Position Code No. 0.142)

ANNOUNCEMENT NO.:

GHC17-02

**APPLICATIONS WILL BE ACCEPTED
FOR THE PERIOD:**

April 12, 2017 – April 21, 2017

AREA OF CONSIDERATION:

ADMINISTRATION DIVISION

PAY GRADE:

OPEN: E-1; \$21,095 – Maximum; \$31,642.00

**QUALIFICATION
REQUIREMENTS**

Two (2) years of office clerical experience; OR

Any equivalent combination of experience and training which provides the 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 complex and varied clerical work. Employees in this class perform several moderately complex substantive clerical transactions with involved procedures and steps performed in a variety of sequences. Work may involve leading subordinate clerical employees.

**ILLUSTRATIVE
EXAMPLES OF
WORK**

Performs general administrative clerical duties including filing and typing/Answers calls; greets visitors; answers inquiries regarding unit services/ Receives and reviews incoming mail and routes to proper persons/ Delivers and picks up correspondence/ Follows standard office practices, procedures and controls.

**KNOWLEDGE,
ABILITIES &
SKILLS**

Knowledge of the general office practices and procedures/ Knowledge of office practices and procedures/ Ability to learn moderate clerical and complex administrative personnel tasks and to adhere to prescribed policies including personnel rules and regulations procedures/ Ability to understand and follow oral and written instructions/Ability to maintain records, files, and prepares routine reports/ Ability to communicate effectively with the public and employees/ Ability to type, use adding machines, and other standard office machines/ Must have a valid driver's license and the ability to operate a standard transmission vehicle.

**EXAMINATIONS
REQUIREMENTS**

A written test is not required. Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements 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 or 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 for 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 employees may be subject to drug testing on a random basis as the incumbent of a TDP. Further, all government employees may be subject to drug testing under 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 disqualification.

WHO SHOULD

Open to all Government of Guam employees.

FOR MORE
INFORMATION

Please visit us at the main office of the Guam Housing Corporation, Administration Division, ITC Building, Suite 514, Tamuning Guam 96931, or call us at (671) 647-4143.



CHRISTOPHER M. DUENAS
Acting President
Guam Housing Corporation