



**PORT OF GUAM**  
 ATURIDAT I PUETTON GUAHAN  
 Jose D. Leon Guerrero Commercial Port  
 1026 Cabras Highway, Suite 201, Piti, Guam 96925  
 Telephone: 671-477-5931/35 Facsimile: 671-477-2689/4445  
 Website: www.portguam.com



Eddie Baza Calvo  
 Governor of Guam  
 Ray Tenorio  
 Lieutenant Governor

**AN EQUAL OPPORTUNITY EMPLOYER**

**ANNOUNCEMENT**

**OF**

**AUTHORITY-WIDE COMPETITIVE EXAMINATION  
 FOR THE FOLLOWING CLASS TO  
 ESTABLISH A LIST**

<p><b>Position Title:</b>  <b>ADMINISTRATIVE ASSISTANT</b></p> <p><b>Grade: HH</b>    <b>MINIMUM</b>                      <b>MAXIMUM</b>  <b>Step 2/Sub-Step A</b>    <b>Step 4/Sub-Step A</b>  <b>\$34,303.00</b>                      <b>\$37,145.00</b></p> <p><b>Promotion:</b>  <b>*Salaries beyond the maximum range will be allocated in accordance with promotional guidelines.</b></p>	<p><b>Job Announcement No:</b>   <b>34-17</b></p> <hr/> <p><b>Opening Date:</b>  <b>JULY 17, 2017</b></p> <p><b>Closing Date:</b>  <b>JULY 24, 2017</b></p>
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**JOB LOCATION:** The position is located in the Port Authority of Guam.

**AREA OF CONSIDERATION:** **AREA OF CONSIDERATION:** Open to all interested and qualified employees within the Port Authority of Guam.

All applicants will receive employment consideration regardless of race, creed, color, sex, national origin, marital status, political affiliation, age and religion or disability factors. Port Authority of Guam complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training. Qualified individuals with disabilities or particular religious' beliefs will be reasonably accommodated upon request unless such actions would impose an undue hardship on the Company's operations. The Port Authority of Guam expressly prohibits any form of unlawful employee

harassment based on race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Improper interference with the ability of the Company's employees to perform their expected job duties is absolutely not tolerated.

**NATURE OF WORK:** This is staff administrative work involved in providing assistance to a department. Employees in this class provide administrative and office support services. Supervision may be exercised over subordinate clerical personnel.

**ILLUSTRATIVE EXAMPLES OF WORK:** *(These examples do not list all the duties and responsibilities, which may be assigned; nor do the examples cover all the duties and responsibilities which may be performed.)*

Compose correspondence for the signature of supervisor; organizes and coordinates matters requiring executive action; insures compliance to established laws, policies and related administrative guidelines. Consults with and advise employees, supervisors on personnel matters. Expedites request for personnel action, purchase requisitions and other administrative transactions. Conducts research on an assigned subject; compiles data and statistics. Assists in the preparation of the budget and other related matters of the department or agency; maintains budget ledgers and monitors the funds allocated to the various budgetary accounts; alerts management to problem areas. Arranges conferences; may represent supervisor at meetings or conferences. May supervise the work of subordinate clerical personnel. Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:** Knowledge of office management and general administrative functions. Ability to make work decisions in accordance with established laws, rules and other program guidelines and to apply departmental or agency policies to work problems. Ability to supervise the work of others may be required. Ability to compile statistics. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

**QUALIFICATION REQUIREMENTS:** Three (3) years of staff work involving personnel, budget and other management operations and graduation from a high school; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**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 education 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.

This section *shall not* be applicable to the Summer Youth Employment or any person with a disability which prevent him or her from complying with this requirement consistent with the Americans with Disabilities Act or its successor's laws.

Documents to verify the 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.

**PROHIBITION: Pursuant to Public Law 28-98.** *"No person convicted of a sex offense under the provisions of Chapter 25 of Title 9, Guam Code Annotated, or an offense as defined in Article 2 of Chapter 28, Title 9, Guam Code Annotated 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."*

**SUITABILITY DETERMINATION FORM:** Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If this is not complete, or missing from your application, your application for this position will be rejected.

**POLICE AND/OR COURT CLEARANCES:** Submission of a police clearance must be accompanied with your employment application. The clearance must not be more than three (3) months old. In the event the police clearance indicates a record, then the Port will require a court clearance be provided showing the outcome of such record.

**TRANSPORTATION WORKER CREDENTIAL IDENTIFICATION (TWIC) REQUIREMENT:** Applicants selected for the Administrative Assistant position would need unescorted access to secured areas of the Port facilities or vessels and will be required to obtain a TWIC card. Upon selection for the position and if you do not have a TWIC card, you will be required to enroll with Transportation Security Administration (TSA).

**DRUG SCREENING:** Applicants selected for and offered employment with the Port shall undergo and pass a mandatory drug test before being employed. Failure to submit to or pass such drug test shall be grounds for rescinding the offer of employment.

**EMPLOYMENT MEDICAL EXAMINATION:** All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

**EXAMINATION REQUIREMENTS:** All applicants will be evaluated and will be rated on a scale between 70.000 to 100 percent on the basis of their training, education and experience in relation to the minimum requirements of the position.

**INTERVIEW PROCEDURES:** If the position is filled, a panel of interviewers designated by the General Manager will conduct personal interviews.

**PREFERENCE POINTS:** Applicants wishing to claim **Disability** Preference should submit a Government of Guam Disability Certification form, certified by Director of Public Health & Social Services. Applicants claiming **Veteran's** preference is required to submit a copy of their DD214 (Military discharge form, Member 4 copy). Those claiming **Compensable Disability** are required to provide a copy of a letter from Department of Veterans Affairs, which specifically states entitlement to civil service preference for a service connected disability.

**WORK ELIGIBILITY INFORMATION:** Public Law 99-603 (8 USC Section 1324A) requires the Port to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States. The Port is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position in the Port, you will be required to present valid document that will establish your identity and work eligibility. Any one of the following documents will be required: Birth certificate (original), Government of Guam Identification Card, U.S. Passport, Social Security Card (original), Naturalization or "Green" card; or other proof of work eligibility.

**HOW AND WHERE TO APPLY:** Applicants must submit an Application of Employment to the Human Resources Office, 1st floor of the Port Authority of Guam Building, Cabras Island, Monday to Friday, 8:00 a.m. to 5:00 p.m.

**Individuals with disabilities who require special accommodations should contact the Human Resources Office prior to any scheduled examinations or interviews.**

Please contact the Human Resources Office at 477-5931-4, extensions 306, 307, 368, 341, or 564 should you need additional information.



CARMELITA C. NEDEDOG  
Acting Personnel Services Administrator

**ADMINISTRATIVE ASSISTANT**

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