



Human Resources Office

JOB ANNOUNCEMENT "OPEN COMPETITIVE"

GUAM COMMUNITY COLLEGE IS ACCEPTING APPLICATIONS TO ESTABLISH A LIST:

POSITION TITLE: PERSONNEL ASSISTANT I	ANNOUNCEMENT NUMBER: JA028-12 POSITION STATUS: Permanent/Full-Time
SALARY: New Pay Grade: G Open: 1-10 \$18,723 – 28,085 per annum Promo: 1-20 \$18,723 – 39,617 per annum	OPENING DATE: December 3, 2012
DIVISION: FINANCE & ADMINISTRATION Human Resources	CLOSING DATE: December 18, 2012

MINIMUM EXPERIENCE AND TRAINING:

- a) Two (2) years of general clerical work involving public contact and graduation from high school; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

PLUS PURSUANT TO 4 GCA §4101(c):

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.

NATURE OF WORK IN THIS CLASS:

This is routine technical support work in a personnel office.

Employees in this class perform routine technical duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK:

(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Processes personnel actions including recruitment, promotion, transfer, pay adjustment, salary increment and other personnel transactions.

Establishes eligibility lists and prepares certification of eligibles; schedules examinations.

Processes all new employees; provides basic information about the various employee benefits, such as group health, dental and life insurance; social security and retirement plan.

Compiles employment data and prepares periodic and special personnel reports as required.

Provides routine information about personnel rules and regulations, procedures and other routine matters to employees, management officials or the general public.

Administers written paper and pencil examinations; corrects test papers and computes raw score.

Maintains personnel records.

May perform incidental typing and clerical duties in the performance of assigned tasks.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office practices.

Ability to learn and apply personnel rules, regulations, procedures and program requirements.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

WHO SHOULD APPLY:

Open to the public.

HOW AND WHERE TO APPLY:

Applicants must submit an "Application for Employment" form to the GCC Human Resources Office, Suite 2112/2113, Student Services & Administration Building, by 5:00 p.m., of the deadline. Applications are also available online at www.guamcc.edu. For more information visit the Human Resources Office, Suite 2112 & 2113, Student Services & Administration Building, our website www.guamcc.edu or call (671) 735-5537/38.

IMPORTANT INFORMATION:

Public Law 99-0603 (8 USC Section 1324A) requires the Government of Guam 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 Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position with the College, you will be required to present valid documents that will establish your identity and work eligibility. Any one or a combination of the following and/or other documents as may be required: Original Birth Certificate; U.S. Passport; Naturalization Card; Alien Registration Card with photograph; original Social Security Card; or other proof of work eligibility.

VETERANS PREFERENCE:

Applicants claiming veterans preference are required to provide a copy of their DD-214 (Military discharge form). Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration.


EDUCATION:

Applicants claiming degrees or credit hours are required to provide a copy of their college transcript.

PRE-EMPLOYMENT MEDICAL EXAMINATION AND TUBERCULOSIS TESTING:

All applicants accepting employment with Government of Guam-Guam Community College must take and pass a pre-entry Physical Examination and Tuberculosis Testing as a condition of continued employment. Expenses for the physical/medical examination and tuberculosis test must be paid for by the applicant.

APPROVED BY


MARY A.O. OKADA, Ed.D.
President

AN EQUAL OPPORTUNITY EMPLOYER