



**DEPARTMENT OF EDUCATION  
HUMAN RESOURCES DIVISION**

501 Mariner Avenue  
Barrigada, Guam 96913  
Tel: (671) 475-0496  
www.gdoe.net



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

LEILANI M.F. KEONE  
Personnel Services Administrator

March 23, 2023

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

**OPEN COMPETITIVE JOB ANNOUNCEMENT NO. HRD-048-2023**

**ATTORNEY III (2.827)**

**OPENING DATE: March 23, 2023**

**CLOSING DATE: April 5, 2023**

**SALARY: Attorney Level 3 – Attorney Pay Plan (ATTY)  
Step 1-10, \$66,600.00 - \$103,600.00 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 core assignments at a more complex level, and is an expert in one of more areas of law; primarily responsible for the development of legal strategy.

May provide day-to-day legal advice to elected officials; may advise legislative committees and/or individual legislators to provide written or oral advice and assistance as requested which may include bill drafting advice or appearances before the legislative committees as deemed appropriate by the agency head.

Provides guidance and mentoring to Level 1 and 2 attorneys. Conducts in-house training for attorneys.

Provides input to Managing Attorney on level 1 and 2 attorneys' development and performance.

**MINIMUM EXPERIENCE AND TRAINING:**

Four (4) and less than eight (8) 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 Guam Rules Governing Admission to the Practice of Law, Rule 3.01: Application for Admission by Examination.

**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 **Wednesday, April 5, 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](mailto:humanresources@gdoe.net).

  
LEILANI M.F. KEONE,  
Personnel Services Administrator

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