



GUAM LEGAL SERVICES CORPORATION – DISABILITY LAW CENTER

Guam Legal Services Corporation-Disability Law Center (GLSC-DLC) is a private, non-profit corporation providing legal services to persons with disabilities, victims of violence, and children in non-criminal cases. GLSC-DLC is now accepting applications for the following full-time position:

RECEPTIONIST

Must be customer service oriented, have good communication and interpersonal skills. Must be able to perform clerical work, typing, filing and provide administrative support. Must have a valid driver's license and have own transportation.

Applicants should have a team-oriented attitude. Must be able to empathize and have an understanding for survivors of domestic violence, sexual assault or other types of violence, individuals with disabilities, minors in the court system and other vulnerable populations. Applicants must have a professional appearance, good communication skills, efficient typing skills and computer proficiency.

Excellent benefit packages available. Salary will be commensurate with qualifications and experience.

Interested applicants are encouraged to apply in person.

**Guam Legal Services Corporation
434 West O'Brien Drive, Ste 102
Hagatna, Guam 96910**

DEADLINE FOR APPLICATIONS: Until Position Filled

For further information, please call (671) 477-9811/2.

GLSC-DLC IS AN EQUAL OPPORTUNITY EMPLOYER.

This publication is made possible by the Protection and Advocacy for Individuals with Developmental Disabilities (PADD), the Protection and Advocacy for Individual Rights (PAIR), the Protection and Advocacy for Assistive Technology (PAAT), the Protection and Advocacy for Voter Access (PAVA), the Protection and Advocacy for Beneficiaries of Social Security (PABSS), and the Protection and Advocacy for Individual with Mental Illness (PAIMI) programs and the Victims of Crime Act (VOCA) grant program at Guam Legal Services Corporation - Disability Law Center, funded respectively by grants from the U.S. Department of Health and Human Services, Administration for Children and Families, the U.S. Department of Education, office of Special Education and Rehabilitation Services, Rehabilitation Services Administration and the Center for Mental Health Services, Substance Abuse and Mental Health Services, Department of Justice Office for Victims of Crime.