



## JUDICIARY OF GUAM

*Human Resources Office*



### JOB ANNOUNCEMENT

The Judiciary of Guam is accepting applications for the position of:

<b>POSITION TITLE:</b>	<b>LAW CLERK (Senior Law Clerk or Attorney I)</b>
<b>TYPE OF APPOINTMENT:</b>	<b>Exempted (Unclassified)</b>
<b>DEPARTMENT:</b>	<b>Superior Court</b>
<b>SALARY RANGE:</b>	<b>Senior Law Clerk: \$62,000.00</b> <b>Attorney I: \$63,023.00 - \$66,340.00</b>
<b>ANNOUNCEMENT NO.:</b>	<b>48-2025</b>
<b>CLOSING DATE:</b>	<b>Continuous Until Filled</b>

The Superior Court of Guam welcomes applicants with demonstrated excellence in research and writing and outstanding academic records to fill vacancies for a Law Clerk position, with an immediate start date.

All applicants must have a J.D. degree from an ABA-approved law school or a student completing his or her third year of law school. Excellent writing and analytical skills are essential. Applicants should be proficient in the citation forms found in the 22nd Edition of the Blue Book: A Uniform System of Citation (2025). The starting annual pay for a law school graduate is \$62,000. Upon licensure as an attorney, the salary is governed by the attorney pay plan set forth by the Judicial Council.

#### **DUTIES:**

A law clerk at the Superior Court of Guam examines the relevant legal issues arising from cases brought before his or her Judge. Daily duties involve researching and writing, preparing bench memoranda, trial preparation, drafting decisions and orders, proofreading and editing orders, as well as verifying citations and authorities for form and substantive accuracy.

#### **PREFERRED REQUIREMENT:**

Licensed to practice law.

Interested applicants may submit an “Application for Employment,” current resume, cover letter, indicating applicant’s interest in the position, current transcript, letters of recommendation, at least one but not more than three, preferably from a faculty member from whom the student has studied and two writing samples, no longer than 10 pages to the Human Resources Office at the San Ramon Building, 115 San Ramon St. Hagatna, between 8:00 am – 12:00 pm / 1:00 pm – 5:00 pm Monday through Friday, excluding holidays. For further information, please contact Ms. Barbara Jean T. Perez, Human Resources Administrator at (671) 475-3157/422. An electronic copy of the Judiciary’s employment application may be obtained on the Judiciary of Guam’s website at [www.guamcourts.gov](http://www.guamcourts.gov).

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**DANIELLE T. ROSETE**  
**Administrator of the Courts**

“The Judiciary of Guam is an equal opportunity provider and employer.”