



PUBLIC DEFENDER SERVICE CORPORATION
Government of Guam



JOB ANNOUNCEMENT

OPEN COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION

ATTORNEY LEVEL 1

Announcement No.: JA-02-18

OPEN: June 25, 2018

CLOSE: Continuous

OPEN: Step 1; \$50,825 per annum – Step 4; \$53,500 per annum

WHO MAY APPLY	Open to all Government of Guam employees and the public.
MINIMUM EXPERIENCE AND TRAINING	Zero (0) to two (2) years experience as a licensed attorney and graduation from a law school accredited by the American Bar Association.
NECESSARY SPECIAL QUALIFICATIONS	<p>Possession of a current license to practice law in a state or territory of the United States and current certificate of good standing</p> <p>Must take the entire two-days examination unless eligible to take the Attorneys Exam pursuant to Rule 4. As a limited exception to this policy, and upon payment of an administrative fee to the Board in the amount of \$325.00, a person who has been admitted as an attorney of the highest court of any state, district, commonwealth, territory or possession of the United States, and who is in good standing in such other jurisdiction may practice law in Guam as a temporary active member of the Guam Bar pursuant to the order of the Chief Justice of the Supreme Court of Guam for a period of five (5) years, which shall run continuously and uninterrupted from the day of order, with such temporary practice of law expressly limited to full time employment with the Government of Guam, its agencies, offices, authorities, public corporations, branches and instrumentalities, and the Guam Legal Services Corporation. See Guam Rules Governing Admission to the Practice of Law, Rule 3.01: Application for Admission by Examination.</p>
DESCRIPTION OF WORK	Handles basic core assignments: rule making, contracts, document review, client counseling, legal research for higher level Attorneys, basic legal memoranda, legal research and writing for draft briefs, opinion writing, appellate briefs, oral arguments in non-complex cases, settlements, client counseling.
EVALUATION METHOD	Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the minimum requirements of the position.
DOCUMENTATION REQUIREMENTS	Applicants must submit official or verified copies of transcripts or diplomas which show completion of their law degree from a law school accredited by the American Bar Association; copy of their current license to practice law in a state or territory of the United States; and Certificate of Good Standing.
PROHIBITION PURSUANT TO PUBLIC LAW 28-98	No person convicted of a sex offense under the provision of Chapter 25 of Title 9 Guam Code Annotated (GCA), or an offense as defined in Article 2 of Chapter 28 of Title 9 GCA in Guam, or an offense in any jurisdiction which includes at a minimum, all 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.

"AN EQUAL OPPORTUNITY EMPLOYER"

DRUG SCREENING	Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Test Designated Positions (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.
WHERE TO APPLY	You may pick up and/or submit a PDSC employment application form at the Public Defender Service Corporation Office, MVP Sinajana Commercial Building, Unit B, 779 Route 4, Sinajana, Guam 96910, any time between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. Employment applications are also available online at www.guampdsc.net/pdsc/employment .
FOR MORE INFORMATION	Call or visit our Human Resources Office at 475-3100 Ext 823.



CATHYANN C. GOGUE
ADMINISTRATIVE DIRECTOR



PUBLIC DEFENDER SERVICE CORPORATION
Government of Guam



JOB ANNOUNCEMENT

OPEN COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION
ATTORNEY LEVEL 2

Announcement No.: **JA-03-18**

OPEN: June 25, 2018

CLOSE: Continuous

OPEN: Step1; \$57,357 per annum - Step5; \$67,427 per annum

PROMOTION: Step1; \$57,357 per annum - Step10; \$89,250 per annum

WHO MAY APPLY	Open to all Government of Guam employees and the public.
MINIMUM EXPERIENCE AND TRAINING	Over two (2) and less than four (4) years of progressively responsible experience as a licensed attorney and graduation from a law school accredited by the American Bar Association.
NECESSARY SPECIAL QUALIFICATIONS	<p>Possession of a current license to practice law in a state or territory of the United States and current certificate of good standing</p> <p>Must take the entire two-days examination unless eligible to take the Attorneys Exam pursuant to Rule 4. As a limited exception to this policy, and upon payment of an administrative fee to the Board in the amount of \$325.00, a person who has been admitted as an attorney of the highest court of any state, district, commonwealth, territory or possession of the United States, and who is in good standing in such other jurisdiction may practice law in Guam as a temporary active member of the Guam Bar pursuant to the order of the Chief Justice of the Supreme Court of Guam for a period of five (5) years, which shall run continuously and uninterrupted from the day of order, with such temporary practice of law expressly limited to full time employment with the Government of Guam, its agencies, offices, authorities, public corporations, branches and instrumentalities, and the Guam Legal Services Corporation. See Guam Rules Governing Admission to the Practice of Law, Rule 3.01: Application for Admission by Examination.</p>
DESCRIPTION OF WORK	Handles a variety of moderate to serious legal matters and ability to resolve moderate cases with general supervision. Assists in preparation of more complex legal matters. Provides some guidance and mentoring to Level 1 attorneys, interns and externs. Provides guidance and mentoring to Level 1 attorneys and at times other Level 2 attorneys.
EVALUATION METHOD	Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the minimum requirements of the position.
DOCUMENTATION REQUIREMENTS	Applicants <u>must submit</u> official or verified copies of transcripts or diplomas which show completion of their law degree from a law school accredited by the American Bar Association; copy of their current license to practice law in a state or territory of the United States; and Certificate of Good Standing.
PROHIBITION PURSUANT TO PUBLIC LAW 28-98	No person convicted of a sex offense under the provision of Chapter 25 of Title 9 Guam Code Annotated (GCA), or an offense as defined in Article 2 of Chapter 28 of Title 9 GCA in Guam, or an offense in any jurisdiction which includes at a minimum, all 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.

“AN EQUAL OPPORTUNITY EMPLOYER”

DRUG SCREENING	Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Test Designated Positions (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.
WHERE TO APPLY	You may pick up and/or submit a PDSC employment application form at the Public Defender Service Corporation Office, MVP Sinajana Commercial Building, Unit B, 779 Route 4, Sinajana, Guam 96910, any time between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. Employment applications are also available online at www.guampdsc.net/pdsc/employment .
FOR MORE INFORMATION	Call or visit our Human Resources Office at 475-3100 Ext 823.



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JOB ANNOUNCEMENT

OPEN COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION

ATTORNEY LEVEL 3

Announcement No.: **JA-04-18**

OPEN: June 25, 2018

CLOSE: Continuous

OPEN: Step1; \$66,600 per annum - Step5; \$78,268 per annum

PROMOTION: Step1; \$66,600 per annum - Step10; \$103,600 per annum

WHO MAY APPLY	Open to all Government of Guam employees and the public.
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	<p>Possession of a current license to practice law in a state or territory of the United States and current certificate of good standing</p> <p>Must take the entire two-days examination unless eligible to take the Attorneys Exam pursuant to Rule 4. As a limited exception to this policy, and upon payment of an administrative fee to the Board in the amount of \$325.00, a person who has been admitted as an attorney of the highest court of any state, district, commonwealth, territory or possession of the United States, and who is in good standing in such other jurisdiction may practice law in Guam as a temporary active member of the Guam Bar pursuant to the order of the Chief Justice of the Supreme Court of Guam for a period of five (5) years, which shall run continuously and uninterrupted from the day of order, with such temporary practice of law expressly limited to full time employment with the Government of Guam, its agencies, offices, authorities, public corporations, branches and instrumentalities, and the Guam Legal Services Corporation. See Guam Rules Governing Admission to the Practice of Law, Rule 3.01: Application for Admission by Examination.</p>
DESCRIPTION OF WORK	Handles core assignments at a more complex level, and is an expert in one or 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 committee 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.
EVALUATION METHOD	Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the minimum requirements of the position.
DOCUMENTATION REQUIREMENTS	Applicants <u>must submit</u> official or verified copies of transcripts or diplomas which show completion of their law degree from a law school accredited by the American Bar Association; copy of their current license to practice law in a state or territory of the United States; and Certificate of Good Standing.
PROHIBITION PURSUANT TO PUBLIC LAW 28-98	No person convicted of a sex offense under the provision of Chapter 25 of Title 9 Guam Code Annotated (GCA), or an offense as defined in Article 2 of Chapter 28 of Title 9 GCA in Guam, or an offense in any jurisdiction which includes at a minimum, all 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.

"AN EQUAL OPPORTUNITY EMPLOYER"

DRUG SCREENING	Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Test Designated Positions (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.
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JOB ANNOUNCEMENT

OPEN COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION

ATTORNEY LEVEL 4

Announcement No.: **JA-05-18**

OPEN: June 25, 2018

CLOSE: Continuous

OPEN: Step1; \$75,780 per annum - Step5; \$89,057 per annum

PROMOTION: Step1; \$75,780 per annum - Step10; \$117,880 per annum

WHO MAY APPLY	Open to all Government of Guam employees and the public.
MINIMUM EXPERIENCE AND TRAINING	Eight (8) or more years of progressively responsible experience as a licensed attorney and graduation from a law school accredited by the American Bar Association.
NECESSARY SPECIAL QUALIFICATIONS	<p>Possession of a current license to practice law in a state or territory of the United States and current certificate of good standing</p> <p>Must take the entire two-day examination unless eligible to take the Attorneys Exam pursuant to Rule 4. As a limited exception to this policy, and upon payment of an administrative fee to the Board in the amount of \$325.00, a person who has been admitted as an attorney of the highest court of any state, district, commonwealth, territory or possession of the United States, and who is in good standing in such other jurisdiction may practice law in Guam as a temporary active member of the Guam Bar pursuant to the order of the Chief Justice of the Supreme Court of Guam for a period of five (5) years, which shall run continuously and uninterrupted from the day of order, with such temporary practice of law expressly limited to full time employment with the Government of Guam, its agencies, offices, authorities, public corporations, branches and instrumentalities, and the Guam Legal Services Corporation. See Guam Rules Governing Admission to the Practice of Law, Rule 3.01: Application for Admission by Examination.</p>
DESCRIPTION OF WORK	Handles core assignments at a complex level, and critically analyzes and handles complex legal matters. Responsible for preparing complex cases to litigation, initiating and challenging legal policies; counseling high level clients, leadership on complex cases and legal issues. Leads, guides and mentors attorneys on matters including more complex legal matters; is a resource in specialized matters.
EVALUATION METHOD	Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.
DOCUMENTATION REQUIREMENTS	Applicants <u>must submit</u> official or verified copies of transcripts or diplomas which show completion of their law degree from a law school accredited by the American Bar Association; copy of their current license to practice law in a state or territory of the United States; and Certificate of Good Standing.
PROHIBITION PURSUANT TO PUBLIC LAW 28-98	No person convicted of a sex offense under the provision of Chapter 25 of Title 9 Guam Code Annotated (GCA), or an offense as defined in Article 2 of Chapter 28 of Title 9 GCA in Guam, or an offense in any jurisdiction which includes at a minimum, all 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.

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