



JOB ANNOUNCEMENT

“OPEN COMPETITIVE”

GUAM COMMUNITY COLLEGE IS ACCEPTING APPLICATIONS TO ESTABLISH A LIST:

POSITION TITLE: CASHIER II	ANNOUNCEMENT NUMBER: JA#012-24 POSITION STATUS: Permanent/Full-Time
SALARY: Pay Grade: F Open: 1-7; \$28,269 – \$35,336 per annum Promo: 1-18; \$28,269 – \$49,824 per annum	OPENING DATE: March 22, 2024
DIVISION: FINANCE & ADMINISTRATION Business Office	CLOSING DATE: April 04, 2024 5:00 p.m. (GMT +10:00) Guam, Port Moresby

MINIMUM EXPERIENCE AND TRAINING:

- a) One year of experience as a cashier or bank teller; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

PLUS PURSUANT TO Guam P.L. 31-254:

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 a complex cashiers work.

Employees in this class perform the full range of complex cashiers work involved in receiving, accounting for and disbursing of cash collections from specific sources including independent work in specialized areas of the position.

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.)

Handles in the daily receipts of monies in payment for tuition, fees, services, etc.

Verifies forms against remittances.

Prepares appropriate daily and monthly reports of cash transactions.

Verifies cash received from Business Office to be used as change fund.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the various negotiable instruments used in everyday business transactions.

Knowledge of office practices and procedures.

Knowledge of the methods and procedures of receiving, depositing and accounting for cash transactions.

Ability to make arithmetic computations rapidly and accurately.

Ability to handle cash accurately.

Ability to operate cash register, adding and calculating machines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to keep revenue records and prepare reports from these records.

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., (GMT +10:00) Guam, Port Moresby, 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, email us at hrjobs@guamcc.edu or call (671) 735-5537 extension 5536/5538.

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 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 veteran's preference are required to provide Proof of Eligibility for Veterans Preference Credit. 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. Transcripts from institutions outside of the U.S. **must be** accompanied by a **Comprehensive Course-by-Course Report** by a National Association of Credential Evaluation Services (NACES) member organization www.naces.org.

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.Y. Okada, Ed.D.
or **President**

AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER
GUAMCOMMUNITYCOLLEGE

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