



GUAM COMMUNITY COLLEGE
JOB ANNOUNCEMENT
“OPEN COMPETITIVE”

GUAM COMMUNITY COLLEGE IS ACCEPTING APPLICATIONS TO ESTABLISH A LIST:

POSITION TITLE: <p style="text-align: center;">ADMINISTRATIVE ASSISTANT</p>	ANNOUNCEMENT NUMBER: JA#040-24 POSITION STATUS: Limited Term Appointment / Full-Time
SALARY: Pay Grade: J Open: 1-7; \$37,913 – \$47,391 per annum Promo: 1-18; \$37,913 – \$66,821 per annum	OPENING DATE: <p style="text-align: center;">October 24, 2024</p>
DIVISION: <p style="text-align: center;">Guam Peace Officer Standards and Training Commission</p>	CLOSING DATE: <p style="text-align: center;">November 07, 2024 5:00 p.m. (GMT +10:00) Guam, Port Moresby</p>

MINIMUM EXPERIENCE AND TRAINING:

- a) Three years of staff work involving personnel, budget and other management operations and graduation from high school; **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 staff administrative work involved in providing assistance to a department.

Employees in this class provide administrative and office support services. Supervision may be exercised over subordinate clerical personnel.

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.)

- Composes correspondence for the signature of the supervisor; organizes and coordinates matters requiring executive action; insures compliance to established laws, policies and related administrative guidelines.
- Consults with and advise employees, supervisors on personnel matters.
- Expedites requests for personnel action, purchase requisitions and other administrative transactions.
- Conducts research on an assigned subject; compiles data and statistics.
- Assists in the preparation of the budget and other related matters of the department or agency; maintains budget ledgers and monitors the funds allocated to the various budgetary accounts; alerts management to problem areas.
- Arranges conferences; may represent supervisor at meetings or conferences.
- May supervise the work of subordinate clerical personnel.
- Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office management practices and general administrative functions.

Ability to make work decisions in accordance with established laws, rules and other program guidelines and to apply departmental or agency policies to work problems.

Ability to supervise the work of others may be required.

Ability to compile statistics.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

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., 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 ext. 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.

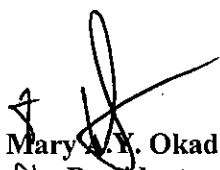
EDUCATION:

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.
President

GCC is an equal opportunity provider and employer.