

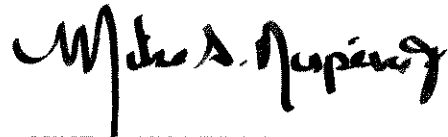
PUBLIC DEFENDER SERVICE CORPORATION
GOVERNMENT OF GUAM

**OPEN AND PROMOTIONAL EXAMINATION
FOR THE FOLLOWING CLASS TO ESTABLISH A LIST:**

PDSC JA-07-10	
OPENS:	January 22, 2010
CLOSES:	February 12, 2010

LEGAL CLERK I	PAY GRADE: F Steps 1 to 10 (\$17,635 to \$26,453 Per Annum)
NATURE OF WORK	This is entry level paralegal clerical work. Employees in this class perform general clerical work and routine paralegal clerical duties after initial training and work under closer supervision on a variety of more complex assignments.
MINIMUM QUALIFICATIONS	<ul style="list-style-type: none"> a) Two (2) years of experience in office clerical work, including one (1) year in a legal office and graduation from high school; or b) Any equivalent combination of experience and training beyond high school which provides the minimum knowledge, abilities and skills; and c) Possession of a valid driver's license and must have access to a reliable vehicle.
EDUCATION	Applicants claiming high school graduation, college degrees or credit hours are required to provide a copy of their high school/college diploma and transcripts.
EVALUATION METHOD	A written test is not required. Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their education, experience and training in relation to the minimum requirements of the respective positions.
WHO MAY APPLY	Any one who meets the above minimum experience and training requirements for the respective position.
FILING DATE	Applicants must submit their job applications no later than 5:00 p.m., Friday, May 1, 2009.
WHERE TO APPLY	Submit PDSC's Application for Employment Form to the Public Defender Service Corporation Office, Second Floor, 200 Judicial Center Annex, 110 West O'Brien Drive, Hagatna, Gu 969310. Resumes are not accepted without a completed application form.
IMPORTANT	Public Law 99-603 (8 USC, §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 proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with the law on a non-discriminatory basis.

<p>INFORMATION</p>	<p>If you are hired to fill a position in the government of Guam, you will be required to present valid documents that will establish your identity and work eligibility. Any one or a combination of the following documents may be required.</p> <p style="text-align: center;"> Original Birth Certificate Naturalization Card Gov't. of Guam ID Card "Green Card" Original Social Security Card Other Proof of Work Eligibility </p>
<p>FOR FURTHER INFORMATION</p>	<p>Call the Public Defender Service Corporation at 475-3100 or visit our office. All inquiries should be directed to E.J. Quintanilla.</p>



MIKE A. NISPEROS, JR.
Executive Director

"AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER"