

**PUBLIC DEFENDER SERVICE CORPORATION
GOVERNMENT OF GUAM**

**J O B A N N O U N C E M E N T
OF OPEN AND PROMOTIONAL EXAMINATION
FOR TEMPORARY APPOINTMENT:**

<p align="center">PDSC-JA-08-10</p> <p>OPENS: January 22, 2010 CLOSES: February 5, 2010</p>	<p align="center">LEGAL SECRETARY I (TEMPORARY) Pay Grade H</p> <p align="center">Starting Salary: Steps 1 to 10: \$19,974 to \$29,962 Promotional Salary: Steps 1 to 20: \$19,974 to \$42,264</p>
<p align="center">NATURE OF WORK</p>	<p>This is entry level legal secretarial work. Employees in this class perform routine legal secretarial duties to an attorney which follow established procedures. Work is reviewed through internal controls and review of completed tasks, records and reports. Supervision is received on a daily basis until duties are learned.</p>
<p align="center">ILLUSTRATIVE EXAMPLES OF WORK</p>	<p>Prepares and types complete case packages; transcribes from a recording machine or attorney's notes letters, memoranda, reports, minutes of meetings, speeches, telephone conversations, and legal documents such as wills, petitions, answers, pleading, deeds, leases, mortgages, or other types of contracts, briefs, abstracts and depositions; uses appropriate forms and formats in the preparation of legal documents; proof reads all documents before processing for accuracy as to form and grammar.</p> <p>Reviews all incoming legal documents and correspondence for the attorney; initiates action as necessary such as contacting clients regarding scheduled court hearings; serves notice and other matters on opposing parties to ensure that cases are ready for hearing; follows up as required on other documents; obtains necessary information from respective files to prepare and submit documents to the attorney for approval.</p> <p>Receives and screens all persons wishing to see or talk to the attorney; furnishes or obtains information concerning pending or closed cases and matters using discretion and judgment in determining what information may be released or needed for a particular case.</p> <p>Organizes facts for documents and prepares digest of depositions, articles, letters, or books for attorney; assembles exhibits, affidavits and other pertinent documents for submittal to court and/or use by the attorney.</p> <p>Coordinates required actions with attorneys, clients, investigators, process servers and other staff concerned; directs delivery of summons and subpoenas to witnesses and parties to action.</p> <p>Establishes and maintains the attorney's case files; maintains tickler</p>

	<p>system to keep abreast of case deadlines; prepares daily dockets and pulls case files for hearings and appointments; conducts monthly and quarterly inventory of caseloads to ensure cases are kept current.</p> <p>Maintains calendar and schedules appointments for attorney; coordinates and sets calendar hearings with the court, meetings with clients, adverse parties and opposing counsels.</p> <p>Maintains client's file and attorney reference files; establishes and implements case file retention and releases.</p> <p>Performs related work as required.</p>
<p>MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS</p>	<p>Knowledge of legal office practices and procedures; business English, spelling, punctuation and grammar.</p> <p>Ability to learn legal terminology, case management techniques and procedures, formats and forms; to learn, interpret and apply program guidelines and requirements; to exercise good judgment, courtesy and tact in receiving callers, giving and obtaining pertinent information, and making proper disposition of problems; to operate micro-computer in word processing applications; to work effectively with clients, employees and the public; to communicate effectively, orally and in writing; to maintain records and prepare reports.</p> <p>Skill in transcribing from a machine and typing at a prescribed rate of speed.</p>
<p>MINIMUM EXPERIENCE AND TRAINING</p>	<p>(a) Two (2) years of experience in typing and clerical work, including one (1) year in a legal office and graduation with an Associate of Arts degree in secretarial administration or clerical studies, as appropriate; or</p> <p>(b) Three (3) years of experience in typing and clerical work, including one (1) year in a legal office, and completion of a secretarial diploma program (66 quarter hours) from a recognized business or junior college; or</p> <p>(c) Four (4) years of experience in typing and clerical work, including one (1) year in a legal office and graduation from high school; or</p> <p>(d) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.</p>
<p>EDUCATION</p>	<p>Applicants claiming high school graduation, college degrees or credit hours are required to provide copies of high school and/or college transcripts. Applications submitted without copies of diploma/transcripts will be considered incomplete.</p>
<p>EVALUATION METHOD</p>	<p>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 training, education and experience in relation to the minimum requirements of the position.</p>

<p>WHO MAY APPLY</p>	<p>Anyone who meets the above minimum experience and training requirements. Open to the public and Government of Guam employees.</p>
<p>WHERE TO APPLY</p>	<p>You may pick up and/or submit a PDSC employment application form at the Public Defender Service Corporation Office, Second Floor, 200 Judicial Center Annex, 110 West O'Brien Drive, Hagatna, Guam 96910, any time between the hours of 8:00 a.m. thru 5:00 p.m., Monday thru Friday. Employment applications are also available online at www.guampdsc.net/employment.html.</p>
<p>JOB INFORMATION</p>	<p>For further information, please contact E.J. Quintanilla at 475-3100.</p>


MIKE A. NISPEROS, JR.
 Executive Director

"AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER"