



# GUAM SOLID WASTE AUTHORITY

**LOURDES A. LEON GUERRERO**  
Governor of Guam

**JOSHUA F. TENORIO**  
Lt. Governor of Guam

**Irvin Slike**  
General Manager



## Employment Opportunity

### OPEN COMPETITIVE ANNOUNCEMENT

To establish a list for the position of  
**SECRETARY II (TYPIST)**

Announcement Number: GSWA-22-011      Open: October 18, 2022  
Closed: October 28, 2022

Pay Grade: OPEN: J-01; \$31,076.00 P/A - J-10; \$42,661.00  
PROMOTION: J-01; \$31,076.00 P/A - J-18; \$54,771.00 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined contribution Plan 401 and 457). Health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit [wsvggrf.com](http://wsvggrf.com). For other inquires please visit the Guam Solid Waste Authority.

### Nature of work

This is complex secretarial work involving the full range of secretarial and office management duties and including several additional job requirements, but without shorthand skill requirements.

Employees in this class usually work for a department head or large division or administrator in an office setting which is dynamic, requiring use of initiative and independent judgement such as in interpreting complex rules, regulation, and guidelines, and being responsible for involved and complex office management systems and practices. The work involves considerable knowledge of departmental activities, practices, and procedures, and the application of these practices to a variety of individual situations. Employees relive the superior of a variety of administrative details. Directions are usually received in the form of suggestions or general outline of objectives with instructions given on highly complex assignments or in unprecedented situations.

**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).**

- Develops and implements procedures for expediting the flow of clerical work through the executive's office.
- Types a variety of correspondence, reports, technical and scientific manuscripts, reports, and other materials.



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- Reviews correspondence and other material prepared for the supervisor's signature for correct grammar, punctuation, spelling; corrects or recommends changes.
- Functions as office manager; acts in liaison capacity for the executive for internal and external contracts; exercises discretion and judgement on minor administrative decisions.
- Maintains a variety of office records and reports; assists in the preparation of budget and summaries, such as assembling and verifying budget data; collects and organizes data and material required for superior.
- Sorts mail delivered to the office and reads and routes it to the proper personnel; maintains and controls incoming and outgoing correspondence.
- Receives phone calls and office visitors; schedules meetings, conferences, and appointments for superior; handles various details on own initiative.
- May supervise a few clerical assistants.
- Performs related duties as required.

## **Qualification Requirements**

- A) One year of secretarial experience (w/o shorthand) and completion of a one-year secretarial diploma course (w/o shorthand) from a recognized business college or comparable learning institution; or
- B) Graduation from a recognized college or university with an Associate's degree in clerical studies (Secretary w/o shorthand); or
- C) Three years of typing and clerical experience, one year of secretarial experience and graduation from high school; or
- D) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

## **Examination Requirements**

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 requirements of the position.

## **Minimum Knowledge, Skills, and Abilities**

- Knowledge of standard business English, spelling, punctuation, and grammar.
- Knowledge of secretarial practices and procedures.
- Ability to perform office management functions for a complex office, and to design or modify appropriate office practices, procedures and systems.
- Ability to use initiative and judgement in handling office matters for the supervisor.
- Ability to learn and apply organizational and procedural guidelines of the office.



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- Ability to type technical reports, manuals, correspondence, and other material which involve corrections and insertions; and prepare finished copy in appropriate style, arrangement and format.
- Ability to exercise good judgement, courtesy, and tact in receiving callers, in giving and obtaining information, and in making proper disposition of problems.
- Ability to maintain records and prepare reports.
- Ability to work effectively with employees and the public.
- Ability to communicate effectively, orally and in writing.
- Skill in typing at a prescribed rate of speed.

## **Educational and Documentation Requirements**

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency.

Employment in the service of the government of Guam shall have as a reasonable measure of job performance, the minimum educational requirement of a high school diploma or a successful completion of a General Educational Development (GED) Test, or any equivalent of a general education high school program, or a successful completion of a certificate program from a recognized accredited or certified vocational technical Institution, pursuant to Public Law 29-113. For more information, please contact the Guam Solid Waste Authority at 671-646-3215 or 671-647-4312.

## **Suitability Determination Form**

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question ff2. If you answer "yes", you must attach your police clearance that is no older than one (1) Month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

## **Prohibition Pursuant to P.L. 28-98**

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed



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on the Sex Offender Registry shall work in any agency or instrumentality of the Government of Guam.

## **Employment Medical Examination**

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

## **Work Eligibility**

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

## **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.

## **Police & Court Clearances Requirements**

If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

## **Where to Apply**

Submit job applications in person at the Guam Solid Waste Authority, 2<sup>nd</sup> floor, Located at the Public Works Compound, Tamuning, between the hours of 8:00 am. — 5:00 p.m., Monday through Friday; or by email to [admin@gswa.guam.gov](mailto:admin@gswa.guam.gov). All applications must be received by GSWA during regular business hours on or before the closing date of the job announcement. Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews.

## **For More Information**

Call or visit us at the Guam Solid Waste Authority Building, Human Resources Department at (671) 646-3215 or (671) 647-4312. In addition, job announcements and job application forms are accessible through the Guam Solid Waste Authority's website at



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www.guamsolidwasteauthority.com. Also, job applications can be downloaded from www.govguamdocs.com or you can email to [admin@gswa.guam.gov](mailto:admin@gswa.guam.gov) for additional information.

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WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.