



DISTRICT COURT OF GUAM
Employment Opportunity
Announcement No. 25-0001

Position Title: Intake Clerk
Type of Appointment: Full-Time, Permanent
Grade Level: Court Personnel System – CL-23
(with promotional potential to CL-24 without further competition)
Salary Range: \$39,958.00 – \$64,962.00 plus 11.88% tax free Cost of Living Allowance (COLA), which is subject to change. Starting salary is dependent upon qualifications and experience.
Location: Hagåtña, Guam
Opening Date: Friday, April 18, 2025
Closing Date: Friday, May 2, 2025, at 3:00 p.m., ChST
Area of Consideration: Open to all qualified individuals

MISSION:

The mission of the District Court of Guam is to administer justice and to uphold the rule of law. To that end, we ensure decisions are issued in an impartial and timely manner, and we guarantee equal access to the court. We strive to improve the public trust and confidence in our court system by efficiently and effectively performing our duties with respect and fairness.

POSITION OVERVIEW:

The Intake Clerk performs various functions and is responsible for assisting in maintaining and processing case information during the initial filing of documents, in accordance with approved internal controls, procedures, and rules. The Intake Clerk assists with records and reproduction and/or case initiation. The incumbent receives and reviews incoming court documents for conformity with federal and local rules and performs customer service for the purpose of providing procedural information and collecting court fees.

QUALIFICATIONS:

This position requires a high school diploma, or the equivalent, and a minimum of two years of general clerical or administrative experience. General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Education above the high school level in accredited institutions may be substituted for the general experience based on one academic year equals one year of general experience.

DESIRABLE QUALIFICATIONS / COURT PREFERRED SKILLS:

Prior court/legal experience is strongly desired. Applicants must have ability to read, write, and comprehend the English language, and to communicate effectively; the ability to deal with people tactfully and courteously; good organizational skills and experience in handling multiple workload demands; good typing skills; and experience with Microsoft Word™ and Internet browsers. Other preferred skills include knowledge of the functions, processes, and methods of court operations to better serve both internal and external customers.

This position has varied responsibilities and requires a motivated individual who is able to work and complete projects with minimal supervision. Candidates must possess a professional demeanor, good judgment, and be a team player.

SPECIAL WORKING CONDITIONS:

Applicants may be required to travel and work after hours in addition to regular hours. The successful candidate must be able to bend, pull, push, and lift up to 30 pounds, reach, walk, stand and/or sit for extended periods, with or without accommodation.

CONDITIONS OF EMPLOYMENT:

This position falls within the Judicial Branch of the U.S. Government. The District Court of Guam requires employees to adhere to the Judicial Code of Conduct which is available upon request. The selected applicant will be subject to a background check or investigation, which includes an FBI fingerprint check, and retention depends upon a favorable suitability determination. All District Court of Guam employees are "at will" employees and serve at the pleasure of the court. This position is subject to mandatory participation in Electronic Fund Transfer (EFT) for payroll deposit. **Applicants must be United States citizens or eligible to work in the United States.**

APPLICATION PROCEDURE:

Qualified applicants must submit their documents in the following order: (i) a cover letter; (ii) a resume; and (iii) a completed and signed Application for Federal Judicial Branch Employment (AO-78) to: District Court of Guam, Attn: Cynthia T. Palacios, Administrative Specialist, 520 W Soledad Ave FL 4, Hagåtña, GU 96910.

A copy of this announcement and the Application for Federal Judicial Branch Employment (AO-78) are available at the Clerk's Office or on the court's website at <http://www.gud.uscourts.gov>. Attaching a resume in lieu of the AO-78 or answering the questions on the AO-78 by simply referencing an attached resume is not sufficient. Applications will not be accepted via email or facsimile. Completed applications must be received on or before **Friday, May 2, 2025, at 3:00 p.m., ChST**. Untimely applications and failure to comply with the above-required application procedures may result in the application not being considered. The court will only communicate with individuals who will be invited for an interview. Such applicants may be subject to a computer proficiency test. All application information is subject to verification. Travel expenses for the interview or relocation will not be reimbursed. Details about federal benefits can be found at <https://www.uscourts.gov/careers/benefits>. The District Court of Guam reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. **The District Court of Guam is an Equal Opportunity Employer.**