



GUAM POWER AUTHORITY JOB ANNOUNCEMENT

OPEN announcement to establish a list for the position of:

Position Title: Legal Analyst (02.836)	Announcement Number: 2025-003
Grade: J <div style="display: flex; justify-content: space-around;"> <div> <u>MINIMUM</u> Step 02 / Sub-Step B \$62,199.57 </div> <div> <u>MAXIMUM</u> Step 03 / Sub-Step B \$64,725.12 </div> </div> Promotion: * * Salaries beyond the maximum range will be allocated in accordance with promotional guidelines.	Opening Date: 11/26/2024
Department/Division Executive/Board	Closing Date: 12/12/2024

MINIMUM EXPERIENCE AND TRAINING:

- A) Certificate of completion of a paralegal program approved by the American Bar Association; or
- B) Graduation from a recognized college or university with a Bachelor's in Legal Studies, Criminal Justice, or related field, and two (2) years of law-related experience; or
- C) Graduation from a recognized college or unit with an Associate's Degree in Paralegal, Legal Studies, Criminal Justice, or related field and three (3) years of legal experience; or
- D) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

LICENSE OR CERTIFICATES:

A valid Guam driver's license may be required at the time of appointment.

NATURE OF WORK IN THIS CLASS:

Under the general direction and supervision of the Guam Power Authority (GPA) or the Guam Waterworks Authority (GWA) staff attorney, employees in this class perform a variety of specialized legal assignments and conduct legal research, analyze legislation, regulations, procedural court orders, and non-complex court and administrative decisions; prepare legal documents and forms for administrative and court proceedings; prepares reports; reviews and assist with the preparation of templated agreements and contracts; and assists with the preparation of administrative rules, regulations, and resolutions; and, coordinated assigned activities.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of legal procedures and terminology. Knowledge of principles of legal research and legal writing. Knowledge of legal processes and court judicial systems. Knowledge of principles of ethics and confidentiality rules related to legal practice. Knowledge of judicial and quasi-judicial procedures and the rules of evidence. Ability to supervise and train legal clerks or legal secretaries on investigative techniques and processes. Ability to perform legal research in accordance with preliminary instructions as to methods or approach, source material available, and policy and

precedent of the office. Ability to summarize facts and evidence and prepare legal instruments. Ability to communicate clearly and logically in oral and written form. Ability to utilize technology in research and writing assignments. Ability to create spreadsheets to capture and analyze data. Ability to maintain effective working relationships with persons contacted in the course of work.

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).*

Conduct legal research and summarize results; assist in case preparation, pretrial and trial preparation, both in and outside the courtroom and/or for any administrative or regulatory proceeding to include Civil Service Commission (CSC) Status Calls/Hearings, Consolidated Commission on Utilities, and Public Utilities Commission regular meetings and hearing. Monitors, tracks, and updates the status of attorneys' cases and prepares related status reports and summaries; Identifies and resolves scheduling conflicts for case matters, witnesses, clients, and attorneys; Identifies, compiles, and selects documents and exhibits for discovery and trial; Applies knowledge of various court rules related to legal practice subject matter and court filing procedures; Calculates and calendars critical and other dates and advises attorney of specific time requirements, deadlines, and court schedules; Schedules and coordinates pre-hearing conferences or depositions; summarizes deposition content; Communicates with the courts, clients, and witnesses regarding noted motions and confirms scheduling; Prepares, proofreads, serves, and files notices of appearance, answers, motions, notices of hearings, initial or final orders, appellate briefs, accompanying correspondence, and other related case and court documents or pleadings in compliance with court rules; Checks legal citations and references for correct format; Performs legal research to gather and analyze information relevant to litigation regarding specific topics, statutes, case law, court rules, and legislative history; Prepares exhibits and courtroom aids, incorporating current technology; Drafts interrogatories, requests for documents and responses to same; Prepares and finalizes discovery, both propounded and responsive; Review discovery requests provided by the opposing party and identify necessary information needed to obtain appropriate records; Composes, organizes, and enters discovery information into legal databases; summarizes depositions and other discovery materials; Retrieves case records, statements, or exhibits as required from databases; Provides assistance to attorneys during trial and/or Civil Service Commission (CSC) hearings or other similar administrative or regulatory hearings; Assembles attorney instructions, organizes hearing and trial notebooks, and maintains case files; Performs other work as required.

HIGH SCHOOL DIPLOMA/ Skills Assessment Certificate – Pursuant to Public Law 26-87 (effective May 17, 2002) and as amended by P.L. 31-254 All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, the minimum requirement of a high school diploma or a successful completion of a General Education Development (GED) test or any equivalent of a general education high school program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job. For entry level positions a formal nationally recognized foundational skills assessment shall be required for consideration for employment.

PROHIBITION AGAINST SEX OFFENDERS: Pursuant to P.L. No. 28-98, “No person convicted of a sex offense under the provisions 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 on the Sex Offender Registry shall work in any agency or instrumentality of the Government of Guam”.

EVALUATION METHOD:

A written test maybe required. When a written test is not required, applicants will be rated on a scale between 70.00 and 100 percent on the basis of their training, education and experience in relation to the minimum requirements of the positions.

INTERVIEWING PROCEDURE/INTERVIEW CONTACT:

Applicants certified for interview based on GPA Eligibility List will receive a **Notification of Certification and Interview Schedule**, Form #HR-NOC-01 via USPS mailing to their last known address. All applicants must contact the Human Resources Division to confirm their scheduled date and time of interview. For rescheduling of interview applicants must contact the Human Resources Division 2 days prior to date of scheduled interview. Applicants are responsible to update personal contact information to the GPA Human Resources Division at gpahr@gpagwa.com as necessary.

Interviews for all certified, eligible candidates, whether in-person, virtual, or telephonic, will be held by the General Manager or his designee(s). **Individuals with disabilities requiring special accommodations must submit their request to the GPA Human Resources Division at gpahr@gpagwa.com or (671) 648-3130 no later than 2 business days prior to the scheduled interview date.** In accordance with Personnel Rules and Regulations Section 4.A.3.11, the General Manager, at his discretion, may schedule a selection interview immediately after the establishment of an eligibility list for the position. Applicants who are pending submission of supporting documents at the time the selection interview is scheduled will not be considered for certification purposes.

DISABILITY PREFERENCE:

Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification form, certified by the Director of Public Health & Social Services.

VETERANS PREFERENCE:

Applicants claiming veteran preference are required to provide a copy of their DD-214 (Military discharge form, Member 4 copy). 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 submit official or verified copies of transcripts or high school diploma or GED certification.

HOW AND WHERE TO APPLY:

Interested applicants may call or visit the Human Resources Division at the Gloria B. Nelson Public Service Building at Route 15 Fadian, Mangilao, (671) 648-3130 between 8:00 a.m. and 5:00 p.m., Monday to Friday, excluding holidays, for additional information and to receive an application for employment (Form A).

You may also visit <http://www.guampowerauthority.com/how-do-i/find-job-openings> to view current openings and download the GPA Employment Application. You may submit your application in person, through facsimile (671) 648-3160, or e-mail to gpahr@gpagwa.com. *NOTE: All applications MUST be received by the Human Resources office during regular business hours on or before the closing date of the job announcement irrespective of the form of transmission.

DRUG TESTING:

As approved by Board of Directors effective May 30, 1995, **all applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment.**

IMPORTANT INFORMATION:

Public Law 99-603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility to 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 this law on a non-discriminatory basis.

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.

FOR FURTHER INFORMATION:

Call us at (671) 648-3130, e-mail us at gpahr@gpagwa.com or visit our office.

APPROVED BY:



**JOHN M. BENAVENTE, P.E.
GENERAL MANAGER**

“The Guam Power Authority is an Equal Opportunity Employer”

P.O. Box 2977, Hagatna, Guam 96932 Telephone No.: (671) 648-3130 Fax No.: (671) 648-3160 or
www.guampowerauthority.com

