



GUAM MEMORIAL HOSPITAL AUTHORITY

ATURIDÁT ESPETÁT MIMURIÁT GUÅHÅN

850 Governor Carlos Camacho Road, Tamuning, Guam 96913
Operator: (671) 647-2330 or 2552 | Fax: (671) 649-5508



AREA OF CONSIDERATION – OPEN COMPETITIVE

TO ESTABLISH A LIST FOR THE POSITION OF
CASHIER I

OPEN: March 20, 2025

CLOSING DATE: April 2, 2025

ANN. NO.: 25-51

GENERAL PAY PLAN

OPEN: E-01 \$25,736.00 P/A to E-10 \$35,330.00 P/A
PROMOTION: E-01 \$25,736.00 P/A to E-18 \$45,360.00 P/A

MINIMUM EXPERIENCE AND TRAINING:

- A. Six months of progressively responsible cashiering experience or as bank teller and graduation from high school or GED equivalency; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

SELECTIVE FACTOR:

Possession of a valid health certificate from the Department of Public Health and Social Services.

NATURE OF WORK:

This is routine, repetitive clerical work in receiving and accounting for money in the semi-autonomous and autonomous agencies.

Employees in this class perform routine clerical cashiering assignments independently after initial training and work under closer supervision on a variety of more complex developmental assignments within their department/agency.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Receives daily collection of monies over the counter and through the mail from the public, officials, or other employees in payment for telephone, power, utility or hospital services, or from the sale of school lunches, etc. Balances cash, and checks against field receipts and prepare appropriate daily and monthly cash reports. Prepares required tabulations and deposits. Issues change funds. Prepares Treasury Depositor's report. Classifies receipts, validates documents, records serial numbers on documents and posts documents for summary; prepares breakdown of registers and sub-registers. Inspects and examines currency to detect counterfeit, foreign or damage; inspects checks for proper amount, date, signature and endorsement. Makes change, cashes checks and issues receipts for monies accepted. Reads totals of cash registers and checks with amount of money in register and/or safe. May interview payees following department interviewing procedures. May research on questionable accounts. Keeps records of all transactions, receipts and disbursements. Operates a typewriter, adding machine, calculating machine and other office machines. May perform other clerical functions as require. Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of office practices and procedures.
- Ability to accurately count money and tabulate receipts.
- Ability to maintain records.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively.
- Skill in operating an adding machine, a cash register and other related equipment.

EXAMINATION REQUIREMENTS: A written test may be 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. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examination.**

EDUCATION REQUIREMENT: Applicants claiming education accomplishment, such as, degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 29-113, effective September 30, 2008, all new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job.

DRUG SCREENING AND PRE-EMPLOYMENT PHYSICAL MEDICAL EXAMINATION: All applicants tentatively selected for this position are required to submit to a urine test to screen for illegal use of drugs prior to appointment. All applicants accepting employment with Guam Memorial Hospital Authority must take and pass a pre-entry Physical Examination.

PRIMARY SOURCE VERIFICATION: Applicants applying for positions in the Nursing and/or Allied Health Professional positions requiring licensure pursuant to Public Law 24-329 or National Credentialing Institution must obtain a verification of licensure upon notification of selection as a condition of employment. All cost incurred for licensure/ certification verification is at the applicant's expense.

VETERANS' PREFERENCE: Applications claiming veteran's preference are required to provide a copy of their DD-214 (Military discharge member 4 form). Those claiming Compensable Disability are required to provide verification from the Veteran's Administration.

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.

POLICE AND COURT CLEARANCE: Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants accepting employment with Guam Memorial Hospital Authority must submit a police and Superior Court of Guam clearance of no more than 3 months old from the date of notification of selection as a condition of employment. The cost of the clearances is the applicant's responsibility. Off-Island applicants must obtain clearances from their last place of residence.

AREA OF CONSIDERATION AND INTERVIEW PROCESS: A personal interview, interview by telephone or video conferencing will be held by the appointing authority or his designee for eligible candidates referred via certification. Certification for interviews are prepared from valid eligibility listings in accordance with the area of consideration or examination and in the following order if available: 1) Departmental; 2) Government-wide; and 3) Open Competitive. Candidates will be contacted accordingly during active recruitment when their names are reached on the appropriate list.

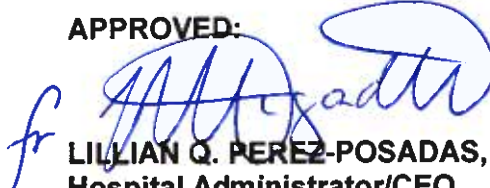
Important Note: Individuals with disabilities who require special accommodations should contact the Equal Employment Opportunity Office at (671) 647-2104, prior to any scheduled interviews. If traveling off-island and/or if contact information has changed, all eligible candidates are responsible for notifying the Human Resources Office of any changes in contact information to include email and mailing addresses.

IMPORTANT INFORMATION: Public Law 99-603 (8USC, Section 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.

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.

WHERE TO APPLY: Applicants must submit the "Guam Memorial Hospital Authority – Employment Application" to the Guam Memorial Hospital Human Resources Department between the hours of 7:00 a.m. to 5:00 p.m., Monday through Friday. Closed on official Government Holidays, Saturday and Sunday or via email to human_resources@gmha.org. To ensure full consideration of your application, all supporting documents must be submitted with the application. For further information, call (671) 647-2409/2171 or visit the Guam Memorial Hospital Authority Human Resources Department at 850 Gov. Carlos Camacho Road Oka, Tamuning, Guam 96913. The Human Resources Department is located on the first floor within the Administration offices or visit the "gmha.org website" for other employment opportunities.

APPROVED:


fr LILLIAN Q. PEREZ-POSADAS, MN, RN
Hospital Administrator/CEO