



Judiciary of Guam

Administrative Office of the Courts
Court Programs

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HON. KATHERINE A. MARAMAN
CHIEF JUSTICE

HON. ALBERTO C. LAMORENA, III
PRESIDING JUDGE

DANIELLE T. ROSETE, ESQ.
ADMINISTRATOR OF THE COURTS

July 14, 2026

To: Chief Justice Katherine A. Maraman, Chair, Judicial Council of Guam
cc: Members of the Judicial Council of Guam
From: Danielle T. Rosete, Administrator of the Courts
Subject: **Petition for Above-Step Recruitment – Jury Commissioner**
Re: Pauline I.U. Santos

Pursuant to 4 GCA § 6205, I am requesting the Judicial Council's approval of an Above-Step Recruitment for **Pauline I.U. Santos as Jury Commissioner**, at Pay Grade O, Step 7, based on her exceptional qualifications.

The Jury Commissioner is a classified position. Under Rule 8.100(A)(1) of the Judiciary's Personnel Rules and Regulations, Step 1 of the pay grade assigned to a classified position is the regular rate of initial employment, and under Rule 8.100(A)(2), hiring above Step 1 must be approved by the Judicial Council in conformance with 4 GCA §§ 6205 and 6303.1. Ms. Santos was selected from a certification of eligibles established under Open/Promotional Job Announcement No. 44-2026, which was open from May 14 through May 28, 2026. This petition is submitted before she is hired.

Position Overview

The Jury Commissioner manages and administers the court's jury system, with responsibility for the efficiency of jury operations and for cost savings across all programs relating to jury management. Under the direction of the Clerk of Court, the Jury Commissioner ensures the presence and availability of qualified jurors for all trial jury selections and grand jury proceedings. The position is assigned to the Courts and Ministerial Division of the Superior Court of Guam.

The position requires knowledge of court procedures, legal documents, laws, and legal terminology pertaining to the court system and jury management; of the organization, operations, functions, and scope of authority for jury management and for courts and ministerial; and of the principles and practices of public administration. It also requires the ability to evaluate operational effectiveness and to recommend and implement changes in organization, policies, and procedures; to administer, direct, and implement jury programs and activities; to analyze and interpret statistical data; to work effectively with judges, other court officials, and the general public; to communicate effectively, orally and in writing; and to maintain records and prepare reports.

Pursuant to 4 GCA § 4101(c)(1), applicants must possess a high school diploma or its equivalent. The minimum experience and training requirements are: (A) a bachelor's degree from a recognized college or university in Criminal Justice, Public or Business Administration, or a closely related field, plus three (3) years of responsible experience in courts and ministerial work, inclusive of

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one (1) year of supervisory experience; or (B) any acceptable equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills required of the position.

Basis for Petition: Exceptional Qualifications

Ms. Santos satisfies the educational requirement of 4 GCA § 4101(c)(1), holding a high school diploma from John F. Kennedy High School (1990), and she qualifies for the position under subsection (B) of the minimum experience and training requirement. She has approximately thirty-two (32) years of public service in Guam's justice system, including approximately twenty-five (25) years with the Judiciary.

Against a minimum requirement of three (3) years of responsible experience in courts and ministerial work, Ms. Santos brings approximately twenty-five (25) years, earned in progressively responsible positions within this Judiciary:

- Assistant Clerk I/II, Judiciary of Guam (1994–1996)
- Deputy Clerk I, Judiciary of Guam (1996–2001)
- Courtroom/Chamber Clerk, Judiciary of Guam (2001–2015)
- Courtroom/Chamber Clerk, Judiciary of Guam (2022–present)

Against a minimum requirement of one (1) year of supervisory experience, Ms. Santos served from January 2015 through March 2019 as Administrator of the Victim Service Center in the Office of the Attorney General of Guam. There she supervised approximately twelve (12) victim advocates, coordinated the unit's workload with the Criminal Division, and supported the newly activated Criminal Injuries Compensation Commission. She also served as Notary Administrator for that office from January 2015 through March 2022.

During her tenure as Special Assistant to Attorneys General Elizabeth Barrett-Anderson and Leevin Camacho, Ms. Santos wrote standard operating procedures for programs under the Victims of Crime Act (VOCA) federal grant, administered federal and local grant reporting requirements, worked with non-profit subgrantees serving crime victims, and coordinated agency-wide victim initiatives. That work called for the program administration, budgeting, and policy development skills this position requires.

Ms. Santos's experience relates directly to the duties of this position. As courtroom and chamber clerk for three judges, she has helped manage hundreds of criminal and civil jury trials. Her duties have included experience with voir dire and jury selection, jury instructions, and the receipt of verdicts, and she has coordinated with the Jury Commissioner to guide jurors through the trial process. She is familiar with the courtroom security policies governing the protection of jurors and defendants.

Her experience corresponds to the areas of knowledge, ability, and skill the class specification requires:

- Court procedures, legal documents, laws, and legal terminology pertaining to the court system and jury management — twenty-five years of service in the courts.

- The organization, operations, functions, and scope of authority for jury management and for courts and ministerial — service in the courtroom and chamber operations of the Superior Court.
- Working effectively with judges, other court officials, and the general public — service to three judges and to two Attorneys General.
- Administering, directing, and implementing programs; evaluating operational effectiveness; maintaining records and preparing reports — administration of the Victim Service Center and management of federal and local grant reporting.

Since returning to the Judiciary in 2022, Ms. Santos has maintained current knowledge of court operations, case management systems, judicial procedures, and administrative practices, and has worked daily with judges, court personnel, and justice partners.

Recommendation

Ms. Santos's qualifications exceed the minimum requirements for this position. She brings approximately thirty-two (32) years of service in Guam's justice system, direct experience with jury selection and jury trial proceedings, more than four (4) years of supervisory experience, and program administration experience in both the Judiciary and the Office of the Attorney General. She can assume the duties of the Jury Commissioner without an extended orientation period.

Considering the responsibilities and requirements of the position, I believe an Above-Step Recruitment at **Pay Grade O, Step 7, \$76,092.62**, on the General Pay Plan is fair and commensurate with her qualifications and consistent with statutory authority. Ms. Santos's qualifications and experience would support placement well above the step requested. The recommended Step 7 is a measured placement that recognizes her exceptional qualifications while remaining within the Step 10 ceiling established by 4 GCA § 6205.

I respectfully submit that the record supports a finding of exceptional qualifications within the meaning of 4 GCA § 6205 and request the Council's approval.

Consistent with 4 GCA § 6205, this petition is made before an applicant is hired. The petition shall be posted for ten (10) days — Saturdays, Sundays, and government of Guam holidays excepted — on the Judiciary of Guam website and on the Guam Public Notice website. Prompt notice of the posting shall be provided to each newspaper of general circulation and to each broadcasting station airing a regular local news program within Guam, as required by Rule 7.015(A) of the Judiciary's Personnel Rules and Regulations. A copy of this petition shall be transmitted to the Speaker of I Liheslaturan Guåhan ten (10) days prior to hiring.

Thank you for your consideration.

Senseramente,



DANIELLE T. ROSETE
Administrator of the Courts