

FA NO: FSM-047-17
OPENING DATE: 8/8/17
CLOSING DATE: 9/8/17

EXAMINATION ANNOUNCEMENT



Department of Finance & Administration
Division of Personnel Administration
F.S.M. National Government

It is the policy of the FSM Government that qualified FSM citizens is given first priority for employment consideration; with other Micronesian and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

Administrative Clerk II
PL-17/1
\$236.66 B/W + \$40.00 (\$276.66 V+B/W)

This is the minimum rate at step one of the grade. Higher rates maybe authorized in cases of hard-to-fill positions where it is appropriate to the qualification of the appointee.

LOCATION:

Supreme Court
FSM National Government
Palikir, Pohnpei FM 96941

DUTIES (ILLUSTRATIVE ONLY):

Performs administrative and clerical support services for the FSM Supreme Court; Receives and checks incoming and outgoing mails; assists in filing incoming correspondences for the office; provides assistance to the Chief Justice during travels; provides staff supports to activities of the Chief Justice; assists in monitoring of financial reports by checking requisition account numbers, vouchers amount and cross checking of other figures or outlined in the FSM; assists in the purchase and ordering of office supplies; assists in prepares TA's plans and schedule trips and make all necessary reservations for staff; and performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from High School with good command of spoken and written English plus two (2) years of administrative work or supply work experience.