

EA NO: FSM-089-24

OPENING DATE: November 4, 2024

CLOSING DATE: December 5, 2024

EXAMINATION ANNOUNCEMENT



**Office of Personnel Administration
FSM National Government**

📮 P.O. Box PS-35

📍 Palikir, Pohnpei, FM 96941

☎ Tel: (691)320-2618/2642

✉ Email: personnel@personnel.gov.fm

📍 FSM Personnel 📍 FSM Supreme Court

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:

Secretary to Associate Justice

PL-30/1

\$ 640.50B/W + \$40.00 COLA = \$680.50B/W

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

LOCATION:

Supreme Court

FSM National Government

DUTIES & RESPONSIBILITIES:

Under the supervision of the Associate Justice, Director of Court Administration and chief of Clerk of Courts, the Secretary of Associate Justice is responsible, but not limited to the following:

1. Prepares memoranda, reports, forms, legal documents, opinions, decision, rulings, and correspondence from rough drafts and dictation using word processing, spreadsheet, database management and case tracking system software, compose correspondence from brief instructions.
2. Proofreads and checks typed and other materials for accuracy, completeness, compliance with court policies and procedures, and correct English usage, including grammar, punctuation, and spelling, enters, edits and retrieves data and prepares periodic or special report from computer system following established formats and menus, may create report, spreadsheet and other formats programmed software to meet court needs;
3. Greets and direct callers in person and over the phone, opens, sorts, and distribute mail, handles confidential information which has not yet been made public;
4. Schedules and coordinates court calendars, meetings and appointments for justices, coordinate special meetings, and arranges special events and functions, prepares notices and agendas, assembles materials and documents needed for court proceedings and meetings;
5. Establish and maintains various lists, documents and schedules, gathers and compiles information for various reports;
6. Updates and maintains various lists, documents and schedules, gathers and compiles information for various reports;
7. Copies documents, reports, and other materials, assembles materials and reports for mailings;
8. Perform other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or university with a Degree in Secretarial Science, Computer Science, Business Management, or other related field plus three (3) years of secretarial experience in a court or legal environment.

Secure Application Forms From and Return to FSM National Government Personnel Office or send your application, resume, along with other credentials to the below email address: personnel@personnel.gov.fm