# EXAMINATION ANNOUNCEMENT 

Office of Personnel Administration<br>FSM 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:

## Assistant Customer Representative

PL-15/1
$\$ 350.61 \mathrm{~B} / \mathrm{W}+\$ 40$ Cola $=\$ 390.61 \mathrm{~B} / \mathrm{W}$
This is the minimum rate at step one of the grade. Higher rates may be authorized in cases of hard-to-fill positions where it is appropriate to the qualification of the appointee.

## LOCATION:

MiCare Health Insurance Plan
FSM National Goverment

## Kosrae Field Office

## DUTIES (ILLUSTRATION ONLY):

Assist with premium collection and other fees collected my MiCare; assist with providing MiCare clients with answers; assist with liaising between the Kosrae branch office and the main office in Pohnpei; assist with public awareness about MiCare; assist with compiling and submission of reports as needed; assist with referrals as needed including communicating with doctors, the referral Coordinator in Pohnpei, and members who are being referred; must be fully aware of MiCare Regulations; and other relevant duties as assigned by the Administrator and Customer Service Representative in Kosrae

## QUALIFICATION REQUIREMENTS:

Graduation from High School plus two (2) years of work experience in Health Insurance, or a related field in Customer Services.

