

EXAMINATION ANNOUNCEMENT



Office of Personnel Administration
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:

POSTAL CELRK AID (3 positions in Pohnpei) (1 position in Chuuk)

PL- 14/1

\$350.61 B/W + \$40.00 Cola = \$390.61 B/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:

FSM Postal Services
Pohnpei Post Office

FSM Postal Services
Chuuk Post Office

DUTIES (ILLUSTRATION ONLY):

Processes and dispatches out-going mail including the cancelling, weighing, recording, and proper labeling of mail to meet required Postal standards, maintaining all registered mail records for in-coming and out-going mail for exchanges office in Guam, Honolulu, Pohnpei, Chuuk, Yap, and Kosrae, distributes in-coming mail in Post Office boxes or general delivery, checks retention period of all mail on a weekly basis and returns unclaimed mail after expiration of holding periods, hands customer inquiries and general correspondences, maintains accurate records of call boxes, issues payment due notices to outstanding box holders, operates the computerizes tracking and tracing system (CTTS) on Accountable mails trackable mails and files reports on a daily basis, and performs consolidation for the clerks.

Qualification Requirements:

High School graduate, 6 months to 1 year of work experience and be able to speak, write, and understand English.