

EA NO: FSM-071-21

OPENING DATE: 10/1/2021

CLOSING DATE: 11/1/2021

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 Micronesians and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

Legal Information Web Master
PL-34/1
\$537.45 + \$40.00 Cola 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 Supreme Court
FSM National Government
Palikir, Pohnpei FM 96941

DUTIES (ILLUSTRATIVE ONLY):

Responsible for maintaining the FSM Legal Information System (LIS) website; converting word processing documents into web pages and creating links where appropriate; develop and maintain website policies; gather research materials related to the FSM Supreme Court and the four state governments to put on the websites; hyperlink into state sites and other legal research sites; upgrade material already on the FSM LIS; repair links on the FSM LIS; design site for a variety of browsers; write press releases and brochures; organize and conduct training programs for users of the FSM LIS; and performs other duties as assigned; the Legal Information Webmaster serves as a backup Information Technology when needed.

QUALIFICATION REQUIRMENTS:

Graduation from an accredited college or university with a degree in computer science or related field plus two (2) years of work experience on legal information website and administrative duties.

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Government Personnel Office