

EA NO: FSM-015-21

OPENING DATE: 03/15/2021

CLOSING DATE: 04/15/2021

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 Secretary I
PL-25/1
\$332.86 BW + \$40.00 Cola

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:

Office of Public Defender
FSM National Government
Yap Field Office

DUTIES (ILLUSTRATIVE ONLY):

Provides specialized legal secretarial services functions to an Attorney, Public Defender Representatives and the Trail Counselor; receives callers and refers them to the supervisor, appropriate staff member; processes incoming and outgoing correspondence involving legal matters and documents; establishes, maintains and updates files and filing systems; maintains a collection of law volunteers and publications; files and maintain legal sources documents; records, files and processes legal documents in court; maintains source documents; records, files and process legal documents in court; maintains a record of appointments, deadlines, court appearance, etc., for supervisor and staff attorneys; orders accounts for and maintains office supplies and equipment; performs other duties as assigned.

QUALIFICATION REQUIRMENTS:

Graduation from a two years college with a degree in secretarial science with good command of spoken and written English or related field plus two (2) years of secretarial work experience. Must be computer literate, most preferably with word and excel application.

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