

EA NO: FSM-059-23
OPENING DATE: 9/12/2023
CLOSING DATE: 10/12/2023

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:

Legal Secretary III
PL-29/1
\$420.69 B/W + \$40.00 Cola (\$460.69 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:

Department of Justice
FSM National Government
Palikir, Pohnpei FM 96941

DUTIES (ILLUSTRATION ONLY):

Receives callers and refers them to the supervisor/appropriate staff members; processes incoming and outgoing correspondences involving legal matters and documents, established, maintains and updates files and filing systems; reviews legal forms and documents prepared for forms and accuracy; maintains a collection of law volumes and publications; files and maintains office legal sources documents such as opinion and pleadings; prepares and types legal forms and documents; records, files, and process legal documents in court; maintains a record of appointments deadlines, court appearances, etc., for the supervisor and staff attorneys; transcribes dictations of legal and other matters; reviews and revises office workflow procedures; may supervise lower level clerical personnel; and performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from two years college plus three (3) years of progressively responsible typing and substantive clerical work which demonstrated knowledge of English, grammar, spelling, office appliance and equipment, and two years of progressively responsible work experience involving performance of legal secretarial work.

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Government Personnel Office