

EA NO: FSM-053-22
OPENING DATE: 6/06/2022
CLOSING DATE: 7/06/2022

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

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 Congress
FSM National Government
Palikir, Pohnpei FM 96941

DUTIES (ILLUSTRATION ONLY):

Responsible for facilitating the work of the legislative branch by making proper contacts with other offices; maintain a record of the inflow and outgo of documents and correspondence requiring the appropriate signatures of lawyers, members and other staff signatures; follow up and effectuate prompt action by various officials of the office in response to highly important and confidential matters; participate in confronting emergencies, and must work under pressures and stress or interruptions, and changing conditions; handles classified materials, review mails and reports for conformity with policy, propriety of reply, commitment made, for conflict with other statements previously released; report errors that need to be corrected; examine correspondences prepared prior to released, ascertaining items to be brought to the attention of key people for information or policy reasons; assist in the supervision of engrossing of all bills and resolutions and ensure completeness free from mistakes; type letters memoranda, reports, bills resolution, contracts, opinions and reviews; arrange and schedule appointments, meetings and conference; performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from two years college in secretarial science 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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