

# 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:**

Postal Clerk Aide  
PL-14/1  
\$241.80 B/W+\$40.00 Cola

## **LOCATION:**

Postal Services  
FSM National Government  
Kolonia, Pohnpei FM 96941

## **DUTIES (ILLUSTRATION ONLY):**

Processes and dispatches out-going mail including the cancelling, weighing, recording, and proper labelling 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; handles customer inquiries and general correspondences; maintains accurate records of all boxes, issues payment due notices to outstanding box holders; operates the computerized tracking and tracing system (CTTS) on Accounting mails, trackable mails and files reports on a daily basis; perform consolidation for the clerks.

## **QUALIFICATION REQUIREMENTS:**

Graduation from High School or its equivalent with sufficient in math, bookkeeping or related fields. Must be proficient in both oral and written English to effectively communicate to customers, co-workers and supervisor, etc.

Secure Application Forms From  
And Return to FSM National  
Government Personnel Office