

EA NO: FSM-057-2020

OPENING DATE: 9/21/2020

CLOSING DATE: 10/21//2020

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
\$210.26 B/W+\$40.00 Cola

LOCATION:

Postal Services
FSM National Government
Kolonias, Pohnpei FM 96941

DUTIES (ILLUSTRATION ONLY):

Assists in the preparation of in-coming mail and parcels before sorting into different classes by postal clerks; assists in the sorting of out-going mail by destination or classes and canceling of the same under the guidance of postal clerks; cleans inside post office including but not limited to service counter area, locked box lobby, or the overall interior of building, cuts, grass and maintains a good appearance of outside yard; assists in rearranging and updating display boards in Post Office; assists in keeping records for mail classes by weight or volume on an ongoing bases; sorts and packs empty mails sacks and other mail containers to be returned to USPS; assists in other general post office activities for the prompt and secured delivery of mail; performs other duties as assigned.

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