

# 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:**

Postal Clerk I  
PL-24/1  
507.63 B/W + \$40.00 Cola (\$547.63 B/W)

This is the minimum rate at step one of the grade. Higher rates maybe authorized in cases of hard-to-fill positions where it is appropriate to the qualification of the appointee.

## **LOCATION:**

Postal Service  
FSM National Government  
Yap Field Office

## **DUTIES (ILLUSTRATIVE ONLY):**

Processes and dispatched out-going mail including the canceling, weighting, recording and proper labeling of mail to meet required postal standards; maintains all registered mail records for in-coming and out-going mail for exchanges office in Guam, Honolulu, Marshall, Palau, 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 period; handles customer inquiries and general correspondences; maintain accurate records of boxes, issues payment due notices to outstanding box holders; operates the computerized tracking and tracking and tracing system on accountable and trackable mail; performs other duties as assigned.

## **QUALIFICATION REQUIREMENTS:**

Any combination equivalent to graduation from two years college with a degree in Business Administration or related field plus one (1) year of responsible administration experience.

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