

EA NO: FSM-058-20

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 Micronesian and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

Postal Clerk)
PL-24/1
\$318.26 B/W + \$40.00 Cola

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
Kolonias, Pohnpei FM 96941

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 an accredited college or university 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