

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:

Secretary/Court Reporter I
PL-25/1
\$365.93 B/W + \$40.00 (\$405.93 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:

FSM Supreme Court
FSM National Government
Tofol, Kosrae FM 96944

DUTIES (ILLUSTRATIVE ONLY):

Performs all normal secretarial to the Chief Justice and Associate Justice (S); act as Assistant Clerk of Court in filing court documents, docketing, administering oath, sending notices and summons to parties, work as Court Reporter by recording court proceedings and depositions; prepares all full and complete transcript of proceeding when necessary; assist in maintaining log and record of court proceedings and deposition; assist in maintaining a good filing system for court tapes; assist in developing of the FSM Interim Reporters, FSM Court Rules, FSM Digest/Updater and legal decision neatly and in proper format; assist in keeping current listing of subscribers to the court publications; assist in sending slip/printed opinions to subscribe for the FSM Interim Reporters; assist all divisions of the court in typing letters, memorandums, reports, etc.; interpret for Chief Justice when necessary; recommends and interprets guidelines on how to improve the filing system and perform administrative housekeeping functions I the office of the Justices; assist the chief Clerk of Court in coordinating the Chief Justice's case calendar with other justices (s) and staff of the FSM Supreme Court; performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from a two years College with a major in secretarial science, stenography or related field. Must be able to transcribe and to communication in English both orally and written as prerequisite knowledge of legal office equipment and ability to type in correct in form a wide variety of documents at 60 net word per minute.

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Government Personnel Office