

EA NO: FSM-051-20

OPENING DATE: 7/10/2020

CLOSING DATE: 8/10/2020

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 in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

Secretary
PL-20/1
\$267.86 B/W + \$40.00 Cola (\$307.86 B/W)

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

LOCATION:

Department of Finance
Division of National Treasury
Chuuk Field Office
Weno, Chuuk FM 96942

DUTIES: (ILLUSTRATIVE ONLY)

Provides secretarial, skilled typing and office management services to Treasury Office: sets up and maintain office files so as to facilitate filing retrieval of documents; types correspondence, reports and contracts and other official documents in final form from rough drafts, ensuring proper grammar, punctuation & spelling; receives and screens callers and make appointment for supervisor staff; prepares administrative housekeeping documents for the office and ensure timely submitted; files, makes copies, and/or delivers or mails documents; operates office machines such as computer, copier, fax, scanner, typewriter, etc; prepares letters, labels, envelopes, documents, reports etc; performs other duties as assigned by the supervisor.

QUALICATION REQUIREMENTS:

Graduation from two years college in Secretarial Science or related field with good command of spoken and written English. Must be computer literate, most preferably with word and excel application.

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Government Personnel Office