

EA NO: FSM-053-20

OPENING DATE: 7/31/2020

CLOSING DATE: 8/31/2020

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:

Legislative Secretary II
PL-27/1
\$347.86 B/W + \$40.00 Cola (\$387.86 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:

FSM Congress
Chuuk Delegation Office
Weno, Chuuk FM 96941

DUTIES: (ILLUSTRATIVE ONLY)

Performs a variety of secretarial and administrative duties for the Congressional Delegation Office; arranges and coordinates appointments and conferences for the senators with state's officials, traditional leaders and others; screen incoming correspondences, organize, prioritize appointments and conduct office works with tact and diplomacy; maintains and keeps an organized filing system for the office; prepares outgoing correspondences and keeps members and Delegation staff informed on the status of work in organized manner and remind them on the dateline; maintains department schedule by maintaining calendars for department personnel; arranging meeting, conferences, teleconferences, and travel; completes request by greeting customers, in person or on the telephone and answering or referring inquiries; assists the Administrative Officer to maintain office supplies inventory by checking stock to determine inventory level; provides historical references by utilizing filing and retrieval systems; maintains technical knowledge by attending educational workshops and reading secretarial publications; performs other duties as assigned.

QUALIFICATION 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.

Secure Application Forms
From And Return to FSM
National Government