

FA NOFSM-008-16
OPENING DATE: 2/29/16
CLOSING DATE: 3/29/16

EXAMINATION ANNOUNCEMENT



Department of Finance & Administration
Division of Personnel Administration
F.S.M. National Government

It is the policy of the FSM Government that qualified FSM citizens be given first priority for employment consideration; with other Micronesians and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

Chief Clerk of Court
PL-38/1
\$627.06 B/W + 40 COLA

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 qualifications of the appointee.

LOCATION:

FSM Supreme Court
Central Office in Palikir
Palikir, Pohnpei FM 96941

DUTIES (ILLUSTRATIVE ONLY):

Provide a high level of services to the Justices, other Courts, the bar and the public and close liaison with other Court related government agencies; develop, maintain and supervise of a well-trained and competent staff, implement of records management program to insure convenient accessibility, security and proper disposal of Court and case records; develop and maintain of system which assesses proper collection, accounting and safe-guarding of sensitive exhibits in the Court's custody; coordinate the appointment of judges for appeal and of temporary Judges; coordinate and administer the FSM Bar; coordinate with pertinent agencies of the planning and development of procedures to assure a proper and secure environment for the courtrooms and for the person safety of judicial and support personnel and litigants; implement and monitor of policies and guidelines set by the Chief Justice or the other Justices of this Court; performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or university with a Bachelor's degree in Social Science, Business Administration or related field plus five (5) years work experience in Court, Public Safety, Legal Offices and other related areas. Must have good command of the English language and at least one of the local languages in the Federates States of Micronesia.