

FA NO: FSM-029-16  
OPENING DATE: 5/12/16  
CLOSING DATE: 6/12/16

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

## POSITION AND SALARY:

Secretary to Court Report III  
PL-29/1  
\$400.66 B/W + \$40.00 Cola

## LOCATION:

FSM Supreme Court  
FSM National Government  
Palikir, Pohnpei FM 96941

## DUTIES (ILLUSTRATIVE ONLY):

Performs all normal secretarial duties to the Chief Justice and Associate Justice; handles a variety of administrative support activities for the Office of the Associate Justice, including space planning; the procurement of supplies, equipment, and office furniture in the Office of the Associate Justice; maintains log of all incoming and outgoing communications or mail for the Office of the Associate Justice; answer and transfer telephone calls and make appointments for the Chief Justice, Associate Justice and Key Staff; assist Chief Clerk of Courts in coordinating and monitoring associate justice's case calendar with other justices, key staff and staff attorneys of the Supreme Court; serves as assistant clerk of court by reviewing and processing orders; prepare, review and issue notices of hearings, subpoena and summons; review and complete court forms; provide or receive information; enter or retrieve data using automated database or manual logs; collect or compile statistical data of file, closed and pending cases; collect and record fees and fines; serve as notary public and administer oaths or affirmations; take acknowledgement; type correspondence, reports or other documents; assist Chief Clerk of Courts in establishing and maintaining in good order an appropriate filing system for the FSM Supreme; serve as a Court Reporter and operate the FTR Recording System to record all court proceedings and depositions; create log sheets including comprehensive analogue for each case during the court proceedings and depositions; prepare full and complete transcript of court proceedings when necessary; assist in maintaining a good filing system to court tapes, cds and log sheets; oversees all local recordings are properly stored in a chronological orders and performs back up operation; prepare and certify records for purpose of appeal; assist in development of the FSM Interim Reporters, FSM Court Rules, FSM Digest/Updater and legal decisions neatly and in proper format; assist in

keeping current listing of subscribers to the court publications; assist all divisions of the court in typing letters, memorandums, reports, etc; Interpret for Chief Justice and Associate Justice when necessary; recommends and interprets guidelines on how to improve the filing and perform administrative housekeeping functions in the office of the Justice(s) and staff to the FSM Supreme Court; prepare and distribute minute entries of court proceedings; performs other duties as assigned.

**QUALIFICATION REQUIRMENTS:**

Completion from a accredited college with AA degree. Good command of the spoken and written English plus three (3) years of progressively responsible experience which demonstrated the ability to perform skilled typing, to correct grammar, punctuation and spelling. Experience must have also include operation and maintenance of electronic verbatim recorder and accurately transcribing recorded tapes.