

FA NO: **FSM-030-17**  
OPENING DATE: 5/25/17  
CLOSING DATE: 6/25/17

# 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 is 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:

Secretary, Court Reporter I  
PL-25/1  
\$ 332.86 B/W + 40 COLA

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 qualifications of the appointee.

## 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(s); act as Assistant Clerk of Court in filing court documents, docketing, administering oath, sending notices and summons to parties; work as Courter 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 depositions; assist in maintaining a good filing system for court tapes; 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 in sending slip/printed opinions to subscribers 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 in the office of the Justices; assist the Chief Clerk of Court in coordinating the Chief Justice's case calendar with other Justice(s) and staff of the FSM Supreme Court; and performs other duties as assigned.

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**QUALIFICATION REQUIREMENTS:**

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