

FA NO: FSM-061-17  
OPENING DATE: 10/12/17  
CLOSING DATE: 11/12/17

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

## **POSITION AND SALARY:**

Secretary/Court Reporter II  
PL-27/1  
\$364.66 B/W + \$40.00 (\$404.66 B/W)

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 qualification of the appointee.

## **LOCATION:**

FSM Supreme Court  
FSM National Government  
Weno, Chuuk FM 96942

## **DUTIES (ILLUSTRATIVE ONLY):**

Performs all normal secretarial duties to the Associate Justice; act as Assistant Clerk of Court Reporter in filing Court documents, docketing, administering oath, sending notices and summons to parties, work as Court 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, memorandum, reports, etc; Interpret for Associate 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 Associate Justice's case calendar with the other staff of the FSM Supreme Court; Performs other duties as assigned.

## **QUALIFICATION REQUIREMENTS:**

Graduation from a college or university with an Associate Justice degree in Secretarial Science, Computer Science, Business Management, Finance, Accounting or related fields plus at least 2 years of work experience. Must be able to speak fluent English and able to translate the local language.