

EA NO: FSM-039-21

OPENING DATE: 6/03/29/2021

CLOSING DATE: 7/03/29/2021

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

## **POSITION AND SALARY:**

Chief Law Librarian/Publication Manager  
PL-38/1  
\$627.06 B/W + \$40.00 Cola (\$667.06 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 Supreme Court  
FSM National Government  
Kolonias, Pohnpei FM 96941

## **DUTIES (ILLUSTRATION ONLY):**

Responsible to oversees the court's library operations throughout the four states; establishes and maintains a library database system for cataloguing, indexing and inventorying materials within the library; determines ongoing library needs and recommends purchases in the areas of books, periodicals, journals technology and other library supplies; assist in developing the Court Library's collection of resource materials from other jurisdictions by reviewing brochures and new materials; establishes and maintains records of books received and ordered, and oversees and processes library payments to vendors and from individuals for court materials; responsible for overall production and distribution of the FSM Interim Reporter; responsible for typing and finalizing the FSM Digest; responsible for preparation of the FSM Updator/Citator; responsible for making all necessary changes to the FSM Supreme Court's published rules; responsible for keeping the Court's subscription list current, and works closely with the FSM Supreme Court Administrative Staff on subscription billings; responsible for transmitting Court publications to the print shop; performs other duties as assigned.

## **QUALIFICATION REQUIREMENTS:**

Graduation from an accredited college or university with a Bachelor's degree in social science, business administration, education or related field plus four (4) years of progressively responsible library work.

Secure Application Forms From And  
Return to FSM National  
Government Personnel Office