

EA NO: FSM-071-21

OPENING DATE: 10/1/2021

CLOSING DATE: 11/1/2021

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

### **POSITION AND SALARY:**

Legal Information Web Master  
PL-34/1  
\$537.45 + \$40.00 Cola 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  
Palikir, Pohnpei FM 96941

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

Responsible for maintaining the FSM Legal Information System (LIS) website; converting word processing documents into web pages and creating links where appropriate; develop and maintain website policies; gather research materials related to the FSM Supreme Court and the four state governments to put on the websites; hyperlink into state sites and other legal research sites; upgrade material already on the FSM LIS; repair links on the FSM LIS; design site for a variety of browsers; write press releases and brochures; organize and conduct training programs for users of the FSM LIS; and performs other duties as assigned; the Legal Information Webmaster serves as a backup Information Technology when needed.

### **QUALIFICATION REQUIRMENTS:**

Graduation from an accredited college or university with a degree in computer science or related field plus two (2) years of work experience on legal information website and administrative duties.

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