

EA NO: FSM-042-21RI

OPENING DATE: 7/22/2021

CLOSING DATE: 8/22/2021

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.

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Government Personnel Office