

EA NO: FSM-039-24
OPENING DATE: 3/26/2024
CLOSING DATE: 4/26/2024

EXAMINATION ANNOUNCEMENT



Office of Personnel Administration
FSM National Government

P.O.Box PS-35
Palikir, Pohnpei, FM 96941
Tel: (691) 320-2618/2642
Email: personnel@personnel.gov.fm

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 III

PL-29/1

\$610.00 B/W + \$40 Cola = \$640.00 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
Chuuk Field Office

DUTIES (ILLUSTRATION ONLY):

Performs all secretarial and clerical duties: attend in-person and virtual court proceedings, create an accurate record of every legal proceeding, transcribe and complete transcripts of court proceedings when requested, administer oath, assist in maintaining goof filing system, assist in case management of cases from filing to disposition, assist in process of case tracking system, assist in production of annual reports, respond to correspondence from litigants and court personnel, assist with court calendars and court proceedings and other duties are required.

Qualification Requirements:

Possession of an Associate degree or the equivalent in related experience in secretarial science, computer science, administration of justice, record management or affiliated degree. A minimum of two (2) years of professional experience in court related field and completed the trial counselor certificate program.

Secure Application Forms From and Return to
FSM National Government Personnel Office
or send your application to email address
personnel@personnel.gov.fm