

EA NO: FSM-077-24  
OPENING DATE: 9/9/2024  
CLOSING DATE: 10/9/2024

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

## **POSITION AND SALARY:**

Deputy/Assistant Chief Clerk  
PL 34/1  
\$779.30 B/W + \$40 COLA = \$819.30 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):**

The Deputy/Assistant Chief Clerk of Court is an administrative professional that works under the supervision of the Chief Clerk of Courts. The position includes all levels of legal matters, preparing and facilitating legal documents, filing, service of process, transcription, court calendar, overseeing case management, case tracking system, translation in court proceeding, good customer service, and ability to prove training for court staff, handles trial and appellate division matters, and performs other duties as assigned.

## **QUALIFICATION REQUIREMENTS:**

Graduated from accredited college or university with a Bachelor Degree in Public Administrative, Criminal Justice, or other related fields plus five (5) years of work experience in office management, court clerk or related fields.

Secure Application Forms From and Return to  
FSM National Government Personnel Office  
or send your application to email address  
[personnel@personnel.gov.fm](mailto:personnel@personnel.gov.fm)