

EA NO: FSM-083-18
OPENING DATE: 10/31/18
CLOSING DATE: 11/31/18

EXAMINATION ANNOUNCEMENT



Department of Finance & Administration
Division of Personnel Administration

F.S.M. 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:

Customs & Revenue Officer III
PL-32/1
\$463.86 B/W + \$40.00 Cola

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:

Department of Finance
Division of Customs & Tax
Colonia Yap FM 96943

DUTIES (ILLUSTRATION ONLY):

Performs technical customs inspection of incoming cargoes at wharf, business premises, post office and airports and clearance of incoming carriers, vessels; inspects and clearance of incoming carriers, vessels; inspects deplaned passengers and packages for taxable, smuggled, and un-allowed items, assesses or seize them if necessary; assess and collects correct import duties through customs automated system; ensures proper documentation made upon all import clearance according to import requirements, considering legal restriction, country of origin, import quotas, and current market values; issues clearance to outgoing vessels and aircrafts; assist customers on quarterly returns/reports; files quarterly returns and report; delivers demand notices for payment; carries out quarterly awareness programs all taxpayers; conduct audit on medium size businesses (PCA & Income /Wages/BGR); prepare audit reports; prepare/delivers summons & prepare/deliver levy; updates delinquent accounts/tax rolls; involves self in completing, updating, and maintaining a tax roll/tax registry; solicits payments on delinquent accounts; directly involves in delinquent taxpayers garnishment, levy, and litigation processes; performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or university with a degree in Accounting, Business Administration or related field plus two (2) years of work experience in tax administration and customs inspection or equivalent.