

EA NO: FSM-069-18
OPENING DATE: 10/22/18
CLOSING DATE: 11/22/18

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 II
PL-30/1

\$420.66 + \$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:

Department of Finance
Division of Customs & Tax Administration
Tofol, Kosrae FM 96944

DUTIES (ILLUSTRATION ONLY):

Performs technical customs inspection of incoming cargoes at wharf, business premises, post office and airport; clearance of incoming carriers and vessels; inspects deplaned passengers and packages for taxable, smuggled, and un-allowable items, assesses taxes, or seize them if necessary; assesses and collects correct import duties through Customs Automated System; ensures proper documentation are made upon all import clearance according to import requirements, considering legal restrictions, country of origin, import quotas, and current market values; issues clearance to outgoing vessels and aircraft; assist customers on quarterly returns/reports; filing quarterly returns and reports; delivers demand notices for payment; conduct desktop post clearance audit on a weekly basis; files quarterly return and reports; assist compliance branch on audits; assist in taxpayers meetings and engagement; performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Completion of at least (2) years of college, knowledge and skill in accounting and bookkeeping. Knows how to operate and work with computer. Posses knowledge and skill in Microsoft and excel.