

FA NO: FSM-084-18
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:

Legal Secretary II
PL-27/1
\$364.66 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 Justice
FSM National Government
Weno, Chuuk FM 96941

DUTIES (ILLUSTRATION ONLY):

Receives callers and refers them to the supervisor/appropriate staff members; processes incoming and outgoing correspondences involving legal matters and documents, established, maintains and updates files and filing systems; reviews legal forms and documents prepared for forms and accuracy; maintains a collection of law volumes and publications; files and maintains office legal sources documents such as opinion and pleadings; prepares and types legal forms and documents; records, files, and process legal documents in court; maintains a record of appointments deadlines, court appearances, etc., for the supervisor and staff attorneys; transcribes dictations of legal and other matters; reviews and revises office workflow procedures; may supervise lower level clerical personnel; and performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Completion of at least two (2) years of college with major in secretarial science stenography or equivalent of experience in the field of secretary with a minimum of at least 2 years of experience in secretarial. Must be able to transcribe and to communicate in English both orally and written as a prerequisite.