

EA NO: FSM-080-18  
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 III  
PL-29/1  
\$400.66 B/W + \$40.00 Cola (\$444.66 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 Justice  
FSM National Government  
Palikir, Pohnpei 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 an updates files and filing systems; reviews legal forms and documents prepares 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 appointment deadlines, court appearance, etc.; reviews and revises office workflow procedures; may supervise lower level clerical personnel; performs other duties as assigned.

## **QUALIFICATION REQUIREMENTS:**

Graduated from two years college plus three (3) years of progressively responsible typing and substantive clerical work which demonstrated knowledge of English, grammar, spelling, office appliance and equipment, and two years of progressively responsible work experience involving performance of legal secretarial work.