

EA NO: **FSM-008-18**
OPENING DATE: **1/23/18**
CLOSING DATE: **2/23/18**

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 citizen 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:

Administrative Clerk I
PL-15/1
\$218.26 B/W+ \$40.00 Cola (**\$258.26 B/W**)

LOCATION:

FSM Congress
FSM National Government
Palikir, Pohnpei FM 96941

DUTIES (ILLUSTRATIVE ONLY):

Assist in filing documents, tabulates and posts data in record books; computers wages, taxes, premiums, commissions, and payments; records orders for merchandise or service; gives information to an interviews customers, claimants, employees and sales personnel; receives, counts and pays out cash and prepares, issues, and sends out receipts, bills, policies, invoices, statements, and checks; prepares stock inventory and adjusts complaints; operates office machines, such as typewriter, calculator and xerox machines; may greet and assist visitors, prepare payroll and purchase supplies; receives incoming mails and outgoing mails and performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

High School graduated plus one year experience in administrative matters.