

FA NO: **FSM-005-18**
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 citizens be given first priority for employment consideration; with other Micronesians and U.S. citizens in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

Secretary
PL-20/1
\$267.86 B/W + \$40.00 Cola (\$307.86 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
Pohnpei Field Office
Kolonia, Pohnpei FM 96941

DUTIES: (ILLUSTRATIVE ONLY)

Provides secretarial, skilled typing and office management services to CTA Field Office: sets up and maintain office files so as to facilitate filing retrieval of documents; types and ensuring proper grammar, punctuation & spelling; receives and screens callers and make appointment for Assistant Secretary & Head Quarter staff; Books travel arrangements and prepares Travel Authorization; maintains properly reconciled expenses reports for CTA Field Office; Prepares timesheets for CTA Field Office and submit on time; makes Payment Orders and Request for Field Office; prepares administrative housekeeping documents for the office and ensures timely submittal; performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from two years college in Secretarial Science or related field with good command of spoken and written English. Must be computer literate, most preferably with word and excel application.