

EA NO: **FSM-072-18**
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 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:

Executive Secretary II
PL-26/1
\$347.86 + \$40.00 Cola (\$387.86 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 Environment, Climate Change & Emergency Management (DECEM)
FSM National Government
Palikir, Pohnpei FM 96941

DUTIES: (ILLUSTRATIVE ONLY)

Performs a wide variety of secretarial, clerical and organization tasks but may also be responsible for more complex tasks for DECEM; keeps supervisors calendars, scheduling appointment, conferences and meetings for the head of the department and other staff members of DECEM; answers incoming telephone calls and refers to proper sources; composes and types correspondences and answering routine request for information; types reports, specifications, tabulations and similar material form copy or rough draft; keeps staff informed of status of work, in organization and reminds supervisor and staff of deadlines; logs, screens and reviews incoming/outgoing correspondences and route the same to the head of the office or other staff members as appropriate; perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from two years college with a degree in secretarial science with good command of spoken and written English or related field plus two (2) years of secretarial work experience. Must be computer literate, most preferably with word and excel application.