

EA NO: FSM-011-10
OPENING DATE: 1/26/10
CLOSING DATE: 2/26/10

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

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:

Office of Public Defender
FSM National Government
Palikir, Pohnpei FM 96841

DUTIES (ILLUSTRATIVE ONLY)

The Office of the Public Defender is seeking a strong legal secretary with litigation to support its defense lawyers in the criminal law field and in specific civil case; Specifically, the litigation Legal Secretary will assist with the preparation and filing of pleading, briefs, letters memos, the scheduling of travel arrangements, meeting and appointments as well as proof reading and editing, receives callers and refers them to the supervisors/appropriate staff member; process incoming and outgoing correspondence involving legal matters and documents; establishes, maintains and updates files and filing system; performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from a two (2) years college with major in secretarial science, stenography or related field plus two (2) years of litigation experience with some criminal education background and a full understanding of the litigation process. Candidates must be legal background working with attorneys; posses good writing skills, proficiency in Microsoft office, and on-line research

application. The ideal Litigation legal Secretary Candidates will be able to multi-task, have strong computer and communication skills in order to interact with courts, clients and legal staff.

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