Legal Secretary I (FSM Office of Public Defender) Kosrae

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 I
PL-25/1
$530.59 B/W + $40.00 COLA= 570.59 BW

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:
FSM Public Defender
FSM National Government
Kosrae Field Office

DUTIES (ILLUSTRATION ONLY):
Receives callers and refers them to the supervisor/appropriate staff, processes incoming and outgoing correspondences involves legal matters and documents, establishes, maintain and updates files and filing systems, reviews legal forms and documents prepared form and accuracy, maintains a collection of law volumes and publications, files and maintains office legal source, files and processes legal documents in court, maintain a record of appointments deadlines, court appearances, etc. for the supervisor and staff attorney, transcribes dictations of legal arid other matters, reviews and revises office work flow procedures, may supervise lower legal clerical personnel,

performs other duties as assigned.

Qualification Requirements:
Graduation from an accredited college with a degree in secretarial science. good public speaking, Innovative, and knowledgeable in using Word, Excel & Power point. Two (2) years of experience in field of Secretarial work and should be competent with Microsoft office and must be proficient in English and Kosrae languages.

Secure Application Forms From and Return to FSM National Government Personnel Office
or send your application, resume, along with other credentials to the below email address:
personnel@personnel.gov.fm