Postal Clerk Aide (FSM Postal Services) Kosrae [closing date: 11/11/2026]

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:
Postal Clerk Aide
PL-14/1
$350.61 B/W + $40.00 COLA = $390.61 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:
Postal Office
FSM National Government
Kosrae Field Office

DUTIES (ILLUSTRATION ONLY):
Processes and dispatches out-going mail including the cancelling, weighing, recording, and proper labeling of mail to meet required Postal standards; Maintaining all registered mail records for in-coming and out-going mail for exchanges office in Guam, Honolulu, Pohnpei, Chuuk, Yap and Kosrae; Distributes in-coming mail in Post Office boxes or general delivery; Checks retention period of all mail on a weekly basis and returns unclaimed mail after expiration of holding periods; Handles customer inquiries and general correspondences; Maintains

accurate records of all boxes, issues payment due notices to understanding box holders; Operates the computerized tracking and tracing system (CTTS) on Accountable mails, trackable mails and files reports on a daily basis; Performs consolidation for the clerks.

Qualification Requirements:

Highschool graduate with six (6) months to one (1) year of experience and be able to read, write, and understand English. Knowledge in computer and Microsoft word and excel.

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