# Secretary/Court Reporter II (FSM Supreme Court) Pohnpei [closing date: 10/24/2026]

It is the policy of the FSM Government that qualified FSM citizen is given first priority for employment consideration; with other Micronesians and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

**POSITION AND SALARY:**

**Secretary/Court Reporter II**
PL 27/1
$581.63 B/W + $40.00 Cola = $621.63 B/W

This is the minimum rate at step one of the grades. Higher rates may be authorized in cases of hard-to-fill positions where it is appropriate to the qualifications of the appointee.

**LOCATION:**

FSM Supreme Court
FSM National Government
Palikir, Pohnpei 96941

**DUTIES & RESPONSIBILITIES:**

Performs normal secretarial duties to the Chief Justice and Associate Justices, works under the supervision of the Chief Clerk of courts in daily clerical duties, including handling court files, maintaining court records, securing information for justices, administering oaths, authenticating copies of court judgements and orders, filing of court documents, docking , uploading on Case tracking System, issues notices, summons on parties, records court proceedings, provides translation when needed reduces accurate managing court calendars, assists in

production of statistical reports and organization the courtroom. The Secretary/ Court Reporter works in tandem with court justices, lawyers, court officials and other agents to ensure that court functions are diligently carried out, and perform other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

Graduated from a two-year College with major in Secretarial Science or related field plus at least three years of experience in an administrative clerical or court -related role.

*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*