

# EXAMINATION ANNOUNCEMENT



E.A. No.: YP-24-064  
Opening Date: 6/13/2024  
Closing Date: 7/13/2024

*OFFICE OF ADMINISTRATIVE SERVICES*  
**Division of Personnel**

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It is the policy of the Government that qualified Federated States of Micronesia citizens be given first priority for employment consideration, with United States citizens and subsequently, third country national utilized in position for which qualified Federated States of Micronesia citizens are not available.

POSITION AND SALARY: Tax Collector II  
\$ PL 9/1-5,366.40 PA  
\$ 206.40 BW

This is the minimum salary rate at step one of the grade. Higher steps, not to exceed 4, may be authorized in cases of hard-to-fill position where it is appropriate to the qualifications of the appointee.

LOCATIONS:

**Tax & Revenue  
Office of the Administrative Services  
Yap State Government**

DUTIES:

**Enter Tax comprehensive data into the system. To assess and review excise tax for taxpayer before payment. Extracts from the database tax related information as requested. Maintain an accurate records on account, according to the revenue account number. Daily filing of receipts and assessments along with its supporting documents. Reconcile tax collection report by treasury's receipts. Deliver notice to taxpayers issued by the division chief. Assist in maintaining the collection fee for recycling items and send a copy to EPA on a daily basis. Maintain an accurate record of all tax payers within the 45 days grace period. Performs other duties as assigned by the division chief.**

MINIMUM QUALIFICATION REQUIREMENT:

**Graduated from a 2 year college or any combination equivalent to completion of two years of college. Must have 3 years' experience in the book keeping and maintaining a variety of financial records. Able to operate and understand the use of Microsoft and Excel and other computer programs. Must be 21 years or over and in good health.**

SECURE APPLICATION FORMS  
FROM AND RETURN TO YAP  
STATE PERSONNEL OFFICE