

EXAMINATION ANNOUNCEMENT



E.A. No.: YP-24-019
Opening Date: 3/26/2024
Closing Date: 4/26/2024

OFFICE OF ADMINISTRATIVE SERVICES
Division of Personnel

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: Assistant Clerk I of Court
PL 14/1-7,134.40 PA
274.40 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:

Yap State Court
YSC
Yap State Government 96943

DUTIES:

Assist with maintaining all dockets and evidence. Assist with preparation of daily court calendars and the master court calendar. Assist with organizing and securing all case files and ensures that permanent court records are maintained as required by law. Provides quality customer service and information to those whom the court serves internally and externally. Handles court transactions including revenue collection and notarization of all official documents. Data entry into the database. Perform all other duties as assigned by the Chief Clerk of Court.

MINIMUM QUALIFICATION REQUIREMENT:

Associates degree in Pre-law or a related field, and a minimum of three years experience with court procedures and policies or related experience. Experience involving direct public contact and customer service. Excellent English language skills. Knowledge of microsoft office products.

SECURE APPLICATION FORMS
FROM AND RETURN TO YAP
STATE PERSONNEL OFFICE