

EXAMINATION ANNOUNCEMENT



E.A. No.: YP-24-021
Opening Date: 3/26/2024
Closing Date: Until Filled

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: Computer Support Specialist I
Base on Qualification
\$ 6,365.00 - 7,134.00 PA

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:

**Technology Division
Department of Education
Yap State Government**

DUTIES:

Set-up computers and other equipment for the schools/ offices. Upgrade computer hardware and software updates as needed. Repair/ Service computers and equipment for the schools/ offices. Assist network users with access, emails, security, antivirus, and other related concerns. Assist with other technical support the schools and offices may need. Perform other duties that may be assigned from time to time.

MINIMUM QUALIFICATION REQUIREMENT:

High School Graduate with at least a years working experience with computers, networking, or electronic, and information technology in general.

Preferred Knowledge, Skills & Abilities:

Maintain a professional working environment and relationship with co-workers. Be willing and effective part of a team, with the right attitude and good work ethics. Provides services to the schools, programs, and offices with the utmost expediency and common courtesy.

SECURE APPLICATION FORMS
FROM AND RETURN TO YAP
STATE PERSONNEL OFFICE