

# EXAMINATION ANNOUNCEMENT



E.A. NO.: YP-25-05

Opening Date: 6/12/2025

Closing Date: 6/28/2025

## OFFICE OF ADMINISTRATIVE SERVICES

### Division of Personnel

Email: [ysgpersonnel@gmail.com](mailto:ysgpersonnel@gmail.com)

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: Administrative Assistant  
PL 3/1 \$ 292.00bw  
\$ 7,592.00 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:

Marine Resources Division  
Department of Resources & Development  
Yap State Government 96943

### DUTIES:

Keeps track and route in and out of all correspondence (telephone, email, mails etc.). Oversees ideal routing and filing of documents and filing system. Responsible for administrative oversight (ordering of supplies, mail, schedules, etc.) Keeps records of quarterly financial transactions and expenditures records (this includes daily postings). Arrange and keeps record of all appointments for the Chief of MRMD. Reviews and checks document, records and forms for accuracy, completeness and conformance to applicable rules and regulations. Enter data analysis for required projects into the computer. Enter library data collection into computer. Attend meetings that areas financially applicable to the office. Perform other related duties as assigned by supervisor from time to time.

### MINIMUM QUALIFICATION REQUIREMENT:

Must be at least High School Graduate or and equivalent of at least 1 year of secretarial/ accounting work. Fluent in English and at least one of the local languages. Computer literate most especially Microsoft and Excel. Must be willing to work beyond regular working hours and on weekends when expertise is needed.