

EXAMINATION ANNOUNCEMENT



E.A. No.: YP-24-063
Opening Date: 6/13/2024
Closing Date: 7/13/2024

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: Tax Collector I
\$ PL 8/1-5,054.40 PA
\$ 194.40 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:

To assess and review all excise tax calculated by taxpayer and to make sure it is correct before payment. Collect Airway Bill, Bill of lading and import duty from airport, shipping agency and custom Office. Responsible to update all Tax and Revenue files and do daily filing. Responsible to update Tax Delinquent Account every month. To deliver notice to the importers issued by the Chief of Tax and Revenue. Assist in gathering and compiling information for requires office report. Perform other related duties as assigned by the Division Chief.

MINIMUM QUALIFICATION REQUIREMENT:

Graduate from High School. Have excellent communication skills. Must have 2 years working experience as a store clerk and can identify items on the importer invoices. Be familiar with office management practices and be able to operate under minimum supervision.

**SECURE APPLICATION FORMS
FROM AND RETURN TO YAP
STATE PERSONNEL OFFICE**