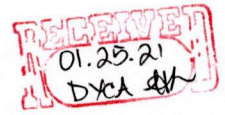


EXAMINATION ANNOUNCEMENT



E.A. No.: YP-21-001
Opening Date: 1/12/2021
Closing Date: 2/12/2021



YJH

OFFICE OF ADMINISTRATIVE SERVICES

Division of Personnel

Email: 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: Tax Collector II
PL 9/1- \$ 206.40 BW
\$ 5,366.40 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:

Tax & Revenue
Office of Administrative Services
Yap State Government 96943

DUTIES:

To assess tax and review all excise tax calculated by taxpayers before payment. To collect all shipping documents and enter in the tax database. To enter tax comprehensive data into tax database and do daily filing. Maintain an accurate record of all taxpayers within the 10 days grace period. Update delinquent tax account and prepare schedule payment for delinquent accounts. To assist in carrying out the mandate of the division. Performs other related duties as assigned by the division chief.

MINIMUM QUALIFICATION REQUIREMENT:

Graduated 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. Must be 21 years old or over and in good health condition.

Preferred Knowledge, Skills and Abilities:

Ability to deal tactfully and courteously with other employees and the general public. Ability to be persistent to get individuals and business to pay pending taxes. Ability to understand Tax & Revenue Law and Regulations.

Interested applicants must submit the following document:

1. A complete Yap State Government Employment Application Form.
2. Current Resume and copy of FSM Social Security Card.
3. High School Diploma or Copies of all training certificates and college degrees earned.
4. Police Clearance under 6 months old.
5. A minimum of three professional reference letters under 1 year old.
6. Valid driver's license.

SECURE EMPLOYMENT APPLICATION FORM FROM AND RETURN TO YAP STATE PERSONNEL OFFICE