



JOB VACANCY ANNOUNCEMENT

IT IS THE POLICY OF THE GOVERNMENT THAT QUALIFIED REPUBLIC OF PALAU CITIZENS ARE GIVEN FIRST PRIORITY FOR EMPLOYMENT CONSIDERATION; WITH UNITED STATES CITIZENS AND, SUBSEQUENTLY, THIRD COUNTRY NATIONALS UTILIZED IN POSITIONS FOR WHICH QUALIFIED REPUBLIC OF PALAU CITIZENS ARE NOT AVAILABLE.

VA #: BPSS-2019-156

OPENING DATE: 08/12/2019

CLOSING DATE: 08/23/2019

POSITION TITLE:

CLERK I-IV

SALARY:

GL- 3/1 – 6/1
\$ 303.58 B/W - \$ 343.54 B/W

LOCATION:

MEYUNS ELEMENTARY SCHOOL
BUREAU OF EDUCATION ADMINISTRATION
MINISTRY OF EDUCATION

SOURCE OF FUND:

LOCAL

DUTIES AND RESPONSIBILITIES:

- Files records and reports in accordance with MOE'S manual and/or computer filing system.
- Searches for and retrieves information contained in files and databases, insert additional or corrects data on files and database records, completes reports, keep files and database current, and supplies information from file and database data.
- Dispose of obsolete files in accordance with established office procedures; locates and remove files upon supervisor's request; posts the actions to a file control log according to office procedures.
- Maintains logs of distributions, borrowed items, and others as may be required, stamps material received, traces missing items.
- Handle communications including telephone, fax and mail and performs similar duties.
- Operate office equipment including, operates photocopiers, scanners, or other office equipment for document copy, archiving and data entry.
- Compiles material to be typed and following written or verbal instruction, types, revises and formats the material.
- Perform other related duties.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Must have a High School Diploma or equivalent (GED Test Certificate)