
FOR AN ACT CREATING THE POSITIONS OF ADMINISTRATIVE OFFICER, SPEAKER'S SECRETARY AND LIBRARIAN-TYPIST TO THE TRUK DISTRICT LEGISLATURE; MAKING APPROPRIATION THEREFOR; PROVIDING FOR THEIR DUTIES AND RESPONSIBILITIES; AND FOR OTHER PURPOSES.

BE IT ENACTED BY THE TRUK DISTRICT LEGISLATURE, THAT:

Section 1. Subsection (1), Section 3 of the Truk District Law 20-5. Subsection (1) of Section 3 of the Truk District Law 20-5 is hereby amended to read as follows:

(1) The following positions shall be staff positions with the Truk District Legislature:

- (a) Speaker
- (b) Legislative Counsel
- (c) Administrative Officer
- (d) Legislative Aide
- (e) Speaker's Secretary
- (f) Clerk/Secretary
- (g) Assistant Clerk/Secretary
- (h) Librarian-Typist
- (i) Janitor
- (j) Watchman
- (k) Such other positions as may be created from time to time

Section 2. Subsection (3) of Section 3 of Truk District Law 20-5. Subsection (3) of Section 3 of the Truk District Law 20-5 is hereby amended by the addition of paragraph (i) (j) and (k) to read as follows:

- (i) Administrative Officer.

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I) With a B.A. or B.S. degree from an accredited college or university, and with two or more years in administration - C-4-1

II) With a B.A. or B.S. degree from an accredited college or university but with less than two years experience in administration C-3-1

III) Without a B.A. or B. S. degree from an accredited college or university, but with at least two years of experience in administration C-2-1.

IV) Without a B.A. or B.S. degree from an accredited college or university, and with less than two years' experience in administration B-11-1.

"(j) Speaker's Secretary

I) With a B.A. or B.S. degree from an accredited college or university and at least two years' experience on secretarial work; C-2-1

II) Without a B.A. or B.S. Degree from an accredited college or university, but with at least two years' experience in secretarial work; C-1-1

III) Without a B.A. or B.S. degree from an accredited college or university, and without at least two years' experience in secretarial work, but with some secretarial training; B-11-1.

IV) Without a B.A. or B.S. degree from an accredited college or university and with less than two years of experience in library work B-9-1

5.) Section 3. Duties of Administrative Officer. The Administrative Officer of the Truk District Legislature shall have the following powers and duties;

(1) He shall act as administrative chief of the office of the Truk District Legislature

(2) He shall be responsible for property of the Legislature

(3) He shall have the responsibility, subject to applicable law of the Legislature, for hiring and firing of employees of the Truk District Legislature for payroll, and for other personnel matters.

(4) He shall act as chairman at all meetings of staff

(5) He shall be responsible for preparing and presenting annual budget of the Legislature for the Office of the Legislature and its staff.

(6) He shall act as liaison between the speaker and the staff of the Legislature.

(7) He shall coordinate all social activities of the Legislature.

(8) He shall supervise the operation of the Legislature snack bar.

(9) He shall generally act as liaison between the Legislature and organizations administering the laws of the Truk District.

(10) He shall send out all notices and communications authorized by the speaker or by the Legislature, and shall authorize travel funds and per diem for official engagements subject to applicable law.

(11) He shall in general carry out the duties and responsibilities of administrative officer, and to this end shall be subject to the direction of the Speaker of the Legislature.

Section 4. Duties of Speaker's Secretary. The Speaker's Secretary shall perform all duties of a secretary, subject to the direction of the Speaker of the Truk District Legislature, including but not limited to typing, filing, dictation, making appointments, acting as receptionist, communicating messages, and such other matters as the Speaker may from time to time direct.

Section 5. Duties of Librarian-Typist. The Librarian Typist of the Truk District Legislature shall have charge of and shall manage the library of the Truk District Legislature, and shall have the authority to manage such library in a manner consistent with applicable standards of library operation, including the power to make acquisition of books, periodicals, newspapers, and other publications for which funds have been appropriated, and to this end shall subject to the direction of the Speaker of the Legislature.

Section 6. Appropriation Authorization. There is hereby authorized to be annually appropriated out of the General Fund of the Truk District Legislature not otherwise appropriated such sums necessary to carry out purposes of this act.

Section 7. Effective Date. This Act shall take effect upon the approval of the District Administrator, or upon its becoming law without such approval.

Signed by: /s/ Hermes Katsura
Hermes Katsura, Speaker
Truk District Legislature

Attested by: /s/ Keichiro Gerhart
Keichiro Gerhart, Secretary
Truk District Legislature

Date: 7/29/71

Approved by: /s/ Juan A. Sablan
Juan A. Sablan
District Administrator

Date: 8/27/71