



ISIDRO K. SEMAN
Director of Personnel

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT
P.O. BOX 5153 CHRB, SAIPAN, MP 96950-5153
TEL. NOS.: (670) 234-6925 / 6958 / 8036
FAX NO.: (670) 234-1013



HERMAN "HR" DLGUERRERO
Chairman, CSC

EXAMINATION ANNOUNCEMENT NO: 16-115
OPENING DATE: 05/25/16
CLOSING DATE: 06/08/16

RE-ANNOUNCEMENT

This examination is for the purpose of developing an Open Competitive and Promotional Eligible list. It is the policy of the Commonwealth of the Northern Mariana Islands that the personnel system will be applied and administered according to the principle of equal opportunity for all citizens and nationals as defined by the Northern Marianas Commonwealth Constitution regardless of age, race, sex, religion, political affiliation or belief, marital status, disability or place of origin.

POSITION AND SALARY: Compliance Technician I

PL 18/01-18/03
\$13,052.98-\$14,388.82 P/A

The salary given will be determined by the qualification of the appointee.

LOCATION: Department of Public Lands, SAIPAN
Compliance

DUTIES:

Assists in conducting inspections for the Division. Fills out proper inspection forms during site visits and makes brief written reports of the results and findings of the site inspections conducted. Assists in doing routine work related to the Division. Learns on the job techniques related to the Division. Learns all the rules and regulations of the Compliance Division. Answers inquiries from the public and routes them to the appropriate personnel. Assists higher level technician in their day to day activities. Periodically serves as a Managaha Ranger as needed. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from High School, General Education Development (GED) and/or Adult Development Institute (ADI), plus one year of work experience in administrative, clerical, customer service or law enforcement. Copy of diploma OR official transcript and police clearance must be attached to the application.

CONDITIONAL REQUIREMENTS:

This position is "**COVERED**"; Is eligible to receive overtime payment for overtime hours performed pursuant to Part IV.B16 of the Personnel Service System Rules and Regulation (PSSR/R), Part I.7C of the Excepted Service Regulation (ESR) and the Fair Labor Standards Act (FLSA).

NOTE: Education and training claimed under item 24(A) through (H) of the Application for Employment must be substantiated by an official school transcript, diploma or certificate. FAILURE TO PROVIDE THE REQUIRED DOCUMENTS WILL RESULT IN AUTOMATIC DISQUALIFICATION.

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Personnel Management	Office of Personnel Management	Office of Personnel Management
Springs Plaza, Gualo Rai	Songsong Village	San Jose Village
Saipan, MP 96950	Rota, MP 96951	Tinian, MP 96952