



ISIDRO K. SEMAN
Director of Personnel

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT
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HERMAN "HR" DLGUERRERO
Chairman, CSC

EXAMINATION ANNOUNCEMENT NO: 16-146
OPENING DATE: 07/11/16
CLOSING DATE: 07/25/16

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: Accounting 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
Finance

DUTIES:

Accurately and efficiently handles all cash transactions of an organization by cash or checks and issues receipts to customers. Prepares daily collection reports, deposit slips and does bank errands. Receives, logs, and distributes all incoming/outgoing correspondences. Performs accounts maintenance tasks requiring the application of specific instructions and procedures to standardized transactions in the overall accounting system. Examines and verifies commercial billings presented for payment; ensures that billings are properly supported with receiving reports, mailing slips, bill of lading or other evidence of shipment and takes necessary action to correct errors. Reconciles the customers' account balances and follows up on payments. Prepares letters, memorandums, reports and other miscellaneous correspondences. Seans, sorts, arranges documents, and files in appropriate folders/cabinets daily. Assists in meeting and directing customers and telephone inquiries to appropriate staff. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from High School, General Education Development (GED) or Advanced Development Institute (ADI) plus three (3) years of experience in maintaining a variety of financial records. 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 1.7C 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
Springs Plaza, Gualo Rai
Saipan, MP 96950

Office of Personnel Management
Songsong Village
Rota, MP 96951

Office of Personnel Management
San Jose Village
Tinian, MP 96952