



ISIDRO K. SEMAN  
Director of Personnel

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



HERMAN "HR" DLGUERRERO  
Chairman, CSC

**EXAMINATION ANNOUNCEMENT NO: 16-148**  
**OPENING DATE: 07/11/16**  
**CLOSING DATE: 07/25/16**

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: Lease/Permit Technician II**

**PL 20/01-20/03**  
**\$14,388.82 – \$15,860.10 P/A**

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

**LOCATION: Department of Public Lands, SAIPAN**  
**Real Estate**

**DUTIES:**

Receives and logs all application submitted for use of public land. Reviews all applications and ensures proper documentation before submission. Conducts site inspections, when requested. Delivers notices/letters pertaining to leases and/or permits. Assists in preparing permits, temporary authorization and other licenses. Assists with gathering data for preparation of monthly reports. Updates all files to ensure their proper maintenance. Prepares draft reports, memos and forms as requested. Maintains supplies and other materials as used for the Lease/Permit Section staff. Assists higher level Technicians and Specialists with their day to day activities. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

Graduation from High School, General Education Development (GED) and/or Advanced Development Institute (ADI) plus three (3) years 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 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