



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
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HERMAN "HR" DLGUERRERO
Chairman, CSC

08/22/16 Time: 1:42

By: Soley K. [Signature]

EXAMINATION ANNOUNCEMENT NO: 16-170
OPENING DATE: 08/18/16
CLOSING DATE: 09/01/16

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 Specialist III

PL 28/01-28/12

\$20,484.60 – \$35,012.57 P/A

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

LOCATION: Department of Public Lands, SAIPAN
Real Estate

DUTIES:

Provides assistance and direction to clients regarding public land policies and regulations. Reviews drafts and monitors progress of lease/permit staff. Trains and assists staff in processing requested documents. Prepares write-ups for the Director's review and reviews drafts from lease/permit section staff. Coordinates closely with the Planning Division to ensure proper and sufficient data are collected, including site verification of public lands for lease or permit. Coordinates and provides the Accounting Division with copies of permits, temporary authorizations and agreements which require payments. Drafts and processes leases, permits, temporary authorizations and other licenses. Reviews and analyzes new long-term lease requests. Reviews requests to ensure compliance with the Land Use Plan, other public land policies, and the commonwealth laws. Drafts letters to regulatory agencies having jurisdiction over requested public land for review and comments. Receives, logs, acknowledges, coordinates, and facilitates all incoming new requests for any use of public land. Ensures and verifies that all new requests are accompanied with accurate information necessary for review. Drafts and delivers notices/letters pertaining to leases and/or permits as appropriate. Schedules, prepares, and conducts meetings with requesting parties to facilitate the submission of information and to resolve any outstanding issues with respect to new requests for public land. Receives inquiries from the public by letter, telephone, or in person and promptly furnish information or direct the inquiry to the proper source for appropriate response. Submits monthly reports of the number of requests that have been received, the number of permits or leases signed, the number of permits or leases terminated, etc. Regularly updates all files to ensure their proper maintenance. Performs site inspections at prospective leasehold/permit sites to assist in the overall review of new land use requests. Prepares reports, memos and forms as requested. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Any combination equivalent to graduation from an accredited college or university with a BA Degree, plus four (4) years of work experience in administrative, clerical, customer service or law enforcement work. Copy of diploma / degree 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