



ISIDRO K. SEMAN
Director of Personnel

DEPT. OF PUBLIC LANDS
 9/6/16
 COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS Time: 9:21
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
 Rec'd by: *Medora*
 Doc #:



HERMAN "YR" DLGUERRERO
Chairman, CSC

EXAMINATION ANNOUNCEMENT NO: 16-175
OPENING DATE: 09/06/16
CLOSING DATE: 09/20/16

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: Homestead Technician II

PL 20/01-20/05
\$14,388.82 – \$17,482.77 P/A

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

**LOCATION: Department of Public Lands, SAIPAN
 Homestead**

DUTIES:

Interviews homestead clients by answering questions and updating records. Reviews and researches land interest of applicants, including thorough research at the Recorder's Office, Division of Land Registration and Survey, MIHA, and the NMI Archives. Prepares and submits detailed and accurate activity reports on land interest findings to the Homestead Director. Assists in the inspection / monitoring of village and agricultural homestead lots, including the preparation of inspection reports as to the progress made by the homestead permit holders. Assists homesteaders and permittees in locating lot boundaries. Assists in maintaining and updating the homestead database records. Monitors and requests office supplies as needed for the Homestead Division. Prepares draft letters, memos, reports and other notices as requested. Files documents and maintains the homestead section's general files. Must be able to work weekends or after normal hours when needed. Perform 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 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 Spring 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
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