



ISIDRO K. SEMAN
Director of Personnel

DEPT. OF PUBLIC LANDS
COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT
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DEPT. OF PUBLIC LANDS

9/16/16
Time: 9:21
Maddonia



Doc # _____ HERMAN "HR" DLGUERRERO
Chairman, CSC

EXAMINATION ANNOUNCEMENT NO: 16-176
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: Compliance Technician II

PL 20/01-20/04
\$14,388.82-\$16,651.10 P/A

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

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

DUTIES:

Conducts site inspections of agricultural/grazing permits, commercial and temporary permits, leases and other uses of public lands to assure that: a-land improvements and maintenance are in compliance with the terms of the agreement. b- properties are being used for purposes stipulated in the agreement. Makes periodic inspections of all public lands so that unauthorized uses and entries are identified and rectified. Fills out proper inspection forms during site visits and makes brief written reports of the results and findings of the site inspections conducted. Delivers defaults and other non-compliance notices/letters. Reviews permits, leases, other contracts, policies and rules and regulations where necessary and familiarize with all policies. Drafts leases and ensures that all reports are submitted on time (appraisal, insurance, etc.). Creates a matrix table to accurately monitor all leases under review to ensure compliance of inspection and documentations due. Prepares and submits detailed and accurate regular reports in writing of inspection findings and make recommendations for or take corrective actions to rectify noncompliance. Meets with clients, answers questions and concerns. Periodically serve as Managaha Ranger as needed. Must be able to work weekends or after normal hours when needed. 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 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