



ISIDRO K. SEMAN
Director of Personnel

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



HERMAN "HR" DLGUERRERO
Chairman, CSC

4/3/17 11:07
Soley K B

EXAMINATION ANNOUNCEMENT NO: 17-095
OPENING DATE: 3/28/17
CLOSING DATE: 4/11/17

RE-ANNOUNCEMENT (EA 17-032)

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: Executive Secretary

PL 29/01-29/12
\$21,506.41 - \$36,763.20 P/A

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

LOCATION: Department of Public Lands, SAIPAN Administration

DUTIES:

Drafts memoranda and correspondence. Review all incoming correspondence, memoranda and other materials and distribute to the appropriate sections. Identifies matters requiring priority handling and brings them to the attention of the Secretary. Send, distribute and make copies for appropriate files of all outgoing correspondences. Ensures that all documents to be distributed are logged out; distribute copies of correspondence, memoranda, and other materials for Division Directors. Accepts and adjust appointments for the Secretary, schedules and briefs the secretary on matters to be considered before meetings and conferences; gathers all documents for meetings. Logs all incoming/outgoing documents. Logs all meetings between Secretary and staff, visitors, guests. Checks the CNMI Legislature calendar for any committee meetings, house or senate session involving or directly affecting DPL. Prepares daily calendar for Secretary. Prepare, route and coordinate Travel Authorizations (A) for Secretary and Advisory Board. Take dictations, type and transmit letters, memoranda, reports, speeches, etc. Transcribe advisory board meetings. Establish and maintain an orderly filing system. Maintains office supplies for Secretary's Office, placing and expediting order for supplies and office equipment. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or university with an AA Degree and six (6) years of clerical related experience. Copy of Degree of official transcript and Police Clearance must be attached to the application.

CONDITIONAL REQUIREMENTS: This position is "**EXEMPT**"; Is not 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	Office of Personnel Management	Office of Personnel Management
Springs Plaza, Gualo Rai	Songsong Village	San Jose Village
Saipan, MP 96950	Rota, MP 96951	Tinian, MP 96952



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ISIDRO K. SEMAN
 Director of Personnel

4/3/17 Time: 11:08

HERMAN "HR" DLGUERRERO
 Chairman, CSC

Rec'd By:

Soley R. B.

EXAMINATION ANNOUNCEMENT NO: 17-096
OPENING DATE: 3/28/17
CLOSING DATE: 4/11/17

Doc #:

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POSITION AND SALARY: Lease/Permit Technician I

18/2-18/5
\$13,703.64 - \$15,860.10 P/A

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

LOCATION: Department of Public Lands, SAIPAN

DUTIES:

Receives and logs various applications for use of public land. Reviews application and ensures proper documentation are complete before submission. Prepares files for all applications and monitor tracking log. Assists in scheduling and preparing for meetings as requested. Assists with site inspections, when requested. Assists in preparing draft reports, memos and forms, when requested. Assist in answering inquiries from public by letter, telephone, email or in person and promptly furnish information or directs the inquiry to the proper personnel for response. Prepares draft reports, memos and forms as requested. Assists higher level Technicians and Specialist with their day to day activities. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from High School, General Education Development (GED) or Advanced Development Institute (ADI) plus one (1) year 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.

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