



COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT

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ISIRO K. SEMAN
 Director of Personnel

Date: 6/13/17 Time: 10:38

FELICITAS P. ABRAHAM
 Acting Chairperson, CSC

Rec'd. By: [Signature]
 (Print & Sign)

No. Doc: RT17-089

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EXAMINATION ANNOUNCEMENT NO.: R17-033

OPENING DATE: 06/14/17

CLOSING DATE: 06/28/17

This examination announcement 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

Pay Level : 20/01 - 20/03

Bi-Weekly : \$ 553.42 - \$ 610.00

Per-Annum : \$ 14,388.82 - \$ 15,860.10

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

LOCATION AND DIVISION:

Department of Public Lands, Rota

DUTIES:

Interview homestead clients by answering questions & updating records. Review & research land interest of applicants, including thorough research at the Recorder's Office, Division of Land Registration & Survey also the NMI Archives. Prepare & submit detailed & accurate activity reports on land interest findings to the Homestead Director. Assist in the monitoring of village & agricultural homestead lots, including the preparation of inspection reports as to the progress made by the homestead permit holders. Assist in maintaining & updating the homestead database records. Monitor & request office supply as needed. File documents & maintain the general files. Prepares draft letters, memos, reports & other notices as requested. Prepares & reconciles bank receipts. Keep petty cash accounts & prepares expenditure reports. Compiles & reviews all vendor invoices for accuracy prior to submission to Finance Division for payment processing. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from High School, General Education Development (GED), Advanced Development Institute (ADI) or Adult Basic Education (ABE), 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 Standard Act (FLSA).

NOTE: Education and training claimed under item 24(A) through (H) of the Application for Employment must be substantiated by an official transcript, diploma or certificate. FAILURE TO PROVIDE THE REQUIRED DOCUMENTS WILL RESULT IN AUTOMATIC DISQUALIFICATION.

INTERESTED PERSONS SHOULD SUBMIT 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