



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

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ISIDRO K. SEMAN
 Director of Personnel

HERMAN "HR" DLGUERRERO
 Chairman, CSC

2/17/17 Time: 4:06
 Rec'd By: Soley K. [Signature]
 Doc #: 17-0171

EXAMINATION ANNOUNCEMENT NO: 17-066
OPENING DATE: 02/17/17
CLOSING DATE: 03/03/17

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 (ROTA)

PL 20/01-20/03
\$14,388.82 - \$15,860.10 P/A

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

LOCATION: Department of Public Lands, ROTA

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, and the NMI Archives. Prepares and submits detailed and accurate activity reports on land interest findings to the Homestead Director. Assist in the monitoring of village and agricultural homestead lots, including the preparation of inspection reports as to the progress made by the homestead permit holders. Assists in maintaining and updating the homestead database records. Monitors and requests office supplies as needed. Files documents and maintains the general files. Prepares drafts letters, memos, reports and other notices as requested. Prepares and reconciles bank receipts. Keeps petty cash accounts and prepares expenditure reports. Compiles and 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) 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