



ISIDRO K. SEMAN
Director of Personnel

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT
P.O. BOX 5153 CHRFB, SAIPAN, MP 96950-5153
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HERMAN "HR" DLGUERRERO
Chairman, CSC

EXAMINATION ANNOUNCEMENT NO: 17-135
OPENING DATE: 4/24/17
CLOSING DATE: 5/08/17

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: Managaha Ranger I

PL 18/02-18/05
\$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
Compliance

DUTIES:

Assists the Managaha Ranger II in conducting regular site inspections around Managaha Island. Reports to the Managaha Ranger II and/or Supervisor of any non-compliance activities for proper action. Assists the Managaha Ranger II, on daily basis, in the collection of landing user fees from vessel operators. Writes out receipts for every payment collected. Assists the Managaha Ranger II in keeping total count, on a daily basis, of number of tourist landing on Managaha from large tour boat operators, who have approved credit account for billing purposes. Fills out daily reports on activities. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from High School/General Education Development (GED) and/or Advanced Development Institute (ADI) plus one (1) year of experience in customer service, hotel or law enforcement. Copy of diploma/degree or official transcript and police clearances 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