



ISIDRO K. SEMAN
Director of Personnel

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT
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HERMAN "HR" DLGUERRERO
Chairman, CSC

DEPT. OF PUBLIC LANDS

Date: 7/31/17 Time: 8:04

Rec'd By: soley k

Doc # N/A

EXAMINATION ANNOUNCEMENT NO: 17-218
OPENING DATE: 7/28/17
CLOSING DATE: 8/11/17

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 Specialist III

PL 28/01-28/03
\$20,484.60 P/A - \$22,576.96 P/A

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

LOCATION: Department of Public Lands, Saipan
Homestead Division

DUTIES:

Assists the Homestead Director in reviewing, investigating and preparing necessary reports and correspondences for the Agricultural Homestead Waiver Act cases. Interviews applicants who are issued homestead applications, including advising them on all homestead program's laws, rules and regulations. Reviews and compiles all applications for homesteads, including the thorough review and evaluation of homestead applicants' backgrounds necessary to verify the applicants' homestead application. Prepares and drafts letters to applicants informing them of their eligibility or ineligibility pursuant to all homestead programs' laws, rules and regulations. Assists in conducting site inspections on land interests found to determine eligibility or ineligibility of applicants pursuant to all homestead laws, rules and regulations. Prepares village or agricultural homestead permits for eligible homestead program applicants. 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 Planning Division staff in field works regarding homesteads, including relocating lot perimeters of homestead lots as directed by Homestead Director. Assists in maintaining and updating the homestead database records. Must work flexible hours, weekends and holidays. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Any combination equivalent to graduation from an accredited college or university with a BA degree plus four (4) years of experience in administrative, customer service or law enforcement, two (2) years of which must have been at a supervisory level. Copy of diploma, degree 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.

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