



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

General Delivery, Tinian, MP 96952

TEL. NOS.: (670) 433 - 9522

FAX NO.: (670) 433 - 0031



EXAMINATION ANNOUNCEMENT: T16-026

OPENING DATE: 07/12/17

CLOSING DATE: 07/26/17

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 I

PL 18/02 - 18/05

\$527.063 - \$610.004 BW

\$13,703.64 - \$15,860.10 PA

LOCATION: Dept. of Public Lands, Tinian

DUTIES:

Issues and receives new village or agricultural homestead applications. Interview homestead clients by answering questions and updating records. Logs new homestead application into database and records book. Prepares file folders for new applicant. Generates reports of homesteaders due for inspection from database. Prepares inspection notification letters to homestead applicants. Schedule and conducts homestead inspections. Takes photos and prepare reports for each village or agricultural inspection. Assist in maintaining and updating the homestead database records. Monitor and request office supply as needed for the Homestead Division. File all documents to respective folders/applicant. Perform other related duties as assigned.

QUALIFICATION REQUIREMENTS :

Graduation from High School, GED or Advanced Development Institute (ADI) plus; One (01) year of work experience in administrative, clerical customer service or law enforcement. Copy of Diploma, degree or official transcript and police clearance must be attached to the application

CONDITIONAL REQUIREMENTS: This position is "COVERED": eligible to receive 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 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 school transcript, diploma or certificate
FAILURE TO PROVIDE THE REQUIRED DOCUMENTS WILL RESULT IN AUTOMATIC DISQUALIFICATION.

DEPT. OF PUBLIC LANDS

Date: 7/13/17 Time: 7:42

By: Soley K. [Signature]

For: N/A

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Personnel Management Springs Plaza, Gualo Rai Salpan, MP 96950	Office of Personnel Management Songsong Village Rota, MP 96952	Office of Personnel Mgt. San Jose Village Tinian, MP 96952
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