



ISIDRO K. SEMAN
Director of Personnel

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT
P.O. BOX 5153 CHR, SAIPAN, MP 96950-5153
TEL. NOS.: (670) 234-6925 / 6958 / 8036
FAX NO.: (670) 234-1013



EXAMINATION ANNOUNCEMENT NO: 19-034
OPENING DATE: 02/22/19
CLOSING DATE: 03/08/19

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: Lease/Permit Technician III

PL 07/01-07/03
\$20,208.64 - \$22,280.02 P/A

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

LOCATION: Department of Public Lands, Saipan

DUTIES:

Receives and reviews all application submitted for use of public land. Ensures proper documentation before submission. Logs all in-coming applications into new request log book and tracking log sheet. Conducts site inspections, when requested. Fills out proper inspection forms during site visits and makes brief written reports of the result and findings. Prepares documentation relating to the Lease/Permit Section. Prepares monthly reports to supervisor. Assists higher level specialists with their day to day activities. Performs other related duties as assigned

QUALIFICATION REQUIREMENTS:

Graduation from high school or equivalent education program plus five (5) 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) 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	Office of Personnel Management	Office of Personnel Management
Springs Plaza, Gualo Rai	Songsong Village	San Jose Village
Saipan, MP 96950	Rota, MP 96951	Tinian, MP 96952