



ISIDRO K. SEMAN
Director of Personnel

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT
P.O. BOX 5153 CHRB, SAIPAN, MP 96950-5153
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EXAMINATION ANNOUNCEMENT NO: 19-013
OPENING DATE: 01/25/19
CLOSING DATE: 02/08/19

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: Managaha Ranger II

PL 05/01-05/02
\$18,329.83-\$19,246.32 P/A

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

**LOCATION: Department of Public Lands, SAIPAN
Compliance Division**

DUTIES:

Conducts regular site inspections around Managaha Island for public security. Collects the landing and user fees from commercial vessel and tour operators. Writes out receipts for every payment collected. Prepares written reports, on a daily basis, of the activity at Managaha including tallying the number of tourist landing on Managaha from commercial boat and tour operators. Prepares billing form for commercial boat and tour operators who have approved credit account for billing purposes. Ensures that concessionaires and sub-concessionaires are in compliance with the rules and regulations regarding the commercial use of Managaha Island. Enforces the Rules and Regulations regarding the commercial use of Managaha Island. Ensures that all commercial boat operators are licensed vessels. Reports to Supervisor any non-compliance activities for proper action. Acts as supervisor in the absence of Compliance Specialist III. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from High School or equivalent education program; plus three (3) years of experience in customer service, hotel 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:

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| 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 |