



CATALINA L. TEBIT
Acting Chairperson, CSC

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

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ISIDRO K. SEMAN
Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 19-043
OPENING DATE: 03/15/19
CLOSING DATE: 03/29/19

RE-ANNOUNCEMENT (EA 19-015)

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: Division Director

PL 20/01-20/07
\$38,106.40-\$51,066.23 P/A

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

LOCATION: Department of Public Lands, SAIPAN
Land Claims Division

DUTIES:

Conducts research and process legal documents for registration of all public lands in the CNMI. Conducts research and investigation on all land claims and recommends appropriate action for settlement. Manages, trains, evaluates and assures a safe and health work environment for the Land Claims staff. Reviews, investigates and negotiates settlement on boundary disputes, short exchange, short conveyance, encroachment and other land takings. Reviews and investigates findings of Land Registration Team on late claims to determine authenticity and veracity of the claim. Assists in the facilitation of late claims settlement properly adjudicated by the Land Registration and Survey. Spot-checking on unauthorized re-determination of land ownership. Reviews and investigates questionable agricultural homestead waiver application pursuant to PL 2-13. Prepares and reviews drafts from Land Claims staff for the Secretary's signature. Prepares reports and monthly reports as requested. Meet with clients with regards to public land matters. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Any combination equivalent to graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Political Science, Business Management or related field, plus; six (6) years of management work, two (2) years of which must be in a supervisory level. Copy of Degree or Official Transcript and Police Clearance must be attached to the application.

CONDITIONAL REQUIREMENTS: This position is "**EXEMPT**"; Is not 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