



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  
TEL. NOS.: (670) 234-6925 / 6958 / 8036  
FAX NO.: (670) 234-1013



**EXAMINATION ANNOUNCEMENT NO: 19-036**  
**OPENING DATE: 03/01/19**  
**CLOSING DATE: 03/15/19**

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: G.I.S. Specialist I**

**PL 08/01-08/03**  
**\$21,219.07-\$23,394.02 P/A**

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

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

**DUTIES:**

Assists in researching, compiling and maintaining maps pertaining to public land maps for usability, completeness and accuracy. Convert map information from analog to digital formats using the GIS System. Revises, updates and maintains GIS land data files. Coordinates with private and government agencies pertaining to mapping and GIS matters. Maintains and preserve all cadastral map inventory. Reproduce/copy maps as requested. Assists in producing special interest computer generated maps on proposed and current land use. Assists survey crew in the field and survey computations as needed. 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 related GIS Computer work. 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