



ISIDRO K. SEMAN  
Director of Personnel

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS  
**CIVIL SERVICE COMMISSION**  
**OFFICE OF PERSONNEL MANAGEMENT**  
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TEL. NOS.: (670) 234-6925 / 6958 / 8036  
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**EXAMINATION ANNOUNCEMENT NO: 19-035**  
**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: Surveyor II**

**PL 11/01-11/06**  
**\$24,563.73-\$31,350.23 P/A**

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

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

**DUTIES:**

Assists the Surveyor III in assigning and supervising the work of two or more survey parties in conducting land surveys. Directs the survey crew in the execution of field surveys. Checks results of surveys for accuracy and completeness. Checks and reviews for approval survey works prepared for DPL by government and/or private surveying and mapping company. Conducts preliminary and basic field survey work such as:

- a. Locating boundary monuments and retracements
- b. As-built and other basic surface relief features of sites
- c. Preparation procedures to perform basic field survey work (sets up instruments and measures angles and distances, selects and sets triangulation points, etc)

Conducts field inspection and observations relative to the land use programs. Conducts research of land documents, maps and other land information for entry into the Geographical Information System (GIS). Inputs data from research findings and surveyings into the GIS. Updates the map worksheet of the surveyed project. Computes lot data involving curves, coordinates, closure and areas. Develops maps and other official survey records and plotting thereon. Maintains coordinative liaison on a technical staff level with appropriate division/department. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

Any combination equivalent to graduation from an accredited college or university with a BS Degree in Civil Engineering plus two (2) years of surveying and engineering experience. Copy of Degree 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), Part I.7C of the Excepted Service Regulation (ESR) 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  
Springs Plaza, Gualo Rai  
Saipan, MP 96950

Office of Personnel Management  
Songsong Village  
Rota, MP 96951

Office of Personnel Management  
San Jose Village  
Tinian, MP 96952