



ISIDRO K. SEMAN  
Director of Personnel

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS  
**CIVIL SERVICE COMMISSION**  
**OFFICE OF PERSONNEL MANAGEMENT**  
P.O. BOX 5153 CHRBSAIPAN, MP 96950-5153  
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HERMAN "HR" DLGUERRERO  
Chairman, CSC

**EXAMINATION ANNOUNCEMENT NO: 17-302**  
**OPENING DATE: 12/01/17**  
**CLOSING DATE: 12/15/17**

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: Internal Auditor**

**UNGRADED**  
**\$35,000.00-\$40,000.00 P/A**

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

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

**DUTIES:**

Assists the Secretary to ensure compliance of established DPL mission, objectives, policies and procedures, relevant federal and Commonwealth statutes and regulations. Assists the Secretary in developing strategies, goals, and objectives for the Department. Assists the Secretary in the preparation of an annual audit plan that identifies and plans internal audits of the operations to ensure program compliance. Performs audits, reviews, and evaluations of Division operations. Assists the Secretary in the review of external audit reports and management's responses to audit findings to ensure corrective actions are taken. Conducts audits to ensure eligibility requirements for proposed leases or permits are submitted (appraisals, BGRT, insurance, etc.). Examines, investigates and reviews records, reports, financial statements and management practices to assess effectiveness of controls, accuracy of financial records and efficiency of operations and to ensure legal compliance with applicable statutes and regulations. Audits accounting systems to determine their efficiency and protective value. Analyzes data obtained for evidence of deficiencies in controls, duplication of effort, extravagance, fraud, or lack of compliance with laws, regulations and management policies or procedures. Tracks actions of DPL in efforts to comply with audit findings and recommendation. Identifies needed internal management controls and works with managers to design and implements said controls. Submits comprehensive reports to the Secretary with recommendations for changes in existing procedures and other changes which would serve to correct deficiencies. Attends meetings and conferences. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

Any combination equivalent to graduation from an accredited college or university with a BA Degree in Accounting plus four (4) years of progressively responsible experience in auditing. Copy of diploma/degree or official transcript and police clearances 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), 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
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