



ISIDRO K. SEMAN  
Director of Personnel

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS  
**CIVIL SERVICE COMMISSION**  
**OFFICE OF PERSONNEL MANAGEMENT**  
P.O. BOX 5153 CHR B SAIPAN, MP 96950-5153  
TEL NOS. (670) 234-6925/6958/8036  
FAX NO. (670) 234-1013



HERMAN "HR" DLGUERRERO  
Chairman, CSC

**EXAMINATION ANNOUNCEMENT NO: 18-034**

**OPENING DATE: 02/16/18**

**CLOSING DATE: 02/16/19**

**(CONTINUOUS)**

**RE-ANNOUNCEMENT**

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: Appraiser**

**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**

**DUTIES:**

Prepares appraisal reports for public and private land as requested. Develops appraisal review by following and complying with the binding requirements of Standards Rule 3-1 of the Uniform Standards of Professional Appraisal Practice (USPAP). Develops real property appraisal by following and complying with the binding requirements of Standards Rule 1-1 to 1-5 of the USPAP. Reports the results of an appraisal review by following and complying with the binding requirements of Standards Rule 3-2 and 3-3 of the USPAP. Performs in-house appraisal assignments and valuation services. Serves as a technical advisor and consultant on general real estate appraisal matters. Assists with drafting of implementing rules and regulations relating to real estate appraisal services pursuant to provisions of the statutes. Conducts research and compilation of real estate and real property (land) markets for Saipan, Tinian and Rota. Provides and assists with informal training on real estate appraisal education to DPL staffs. Provides periodic reports of accomplishments on real estate appraisal assignments. Attends meetings, public hearings and other meetings as required. Attends court hearings as an expert witness to testify on land valuation matters. Travels inter-islands or other places to undertake all tasks relevant to real estate appraisal services as directed. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

Graduation from an accredited college or university with a Bachelor's Degree in Real Estate, Business, Finance or related field plus four (4) years of work experience in appraisal or related work. 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), 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