



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: 18-032
OPENING DATE: 02/16/18
CLOSING DATE: 02/16/19
(CONTINUOUS)

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: Director, Revenue and Taxation

PL 20/01-20/12
\$38,106.41-\$65,174.90 P/A

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

LOCATION: Department of Finance, SAIPAN
Revenue and Taxation Division

DUTIES:

Responsible for the operation of all revenue activities dealing with the receipt of tax returns of all types. Responsible for the assessment and collection of all tax due to the government. Responsible for the interpretation of all tax laws and regulations. Responsible for the development and operation of a strong compliance program such as the examination of tax returns and to seek out all delinquent taxpayers to insure compliance with all the tax laws and regulations. Responsible for the issuance of business license and enforcement of the business licensing laws and regulations. Responsible for recommending to the Attorney General's Office prosecution of taxpayers for criminal violations of the tax laws. Responsible for the just and impartial administration of all tax laws and regulations including processing and determination of all administrative appeals. Responsible for the processing of all taxpayers claims relating to tax overpayment and refunds. Responsible for the safeguard of all tax return and return information to protect taxpayer privacy and prevent unauthorized disclosures. Responsible for the development of all tax forms and instructions and procedures required for the implementation of the tax laws. Provides assistance in recommending and or drafting tax legislation to improve tax administration or other tax legislation when requested. Responsible for the collection of tax payment and deposits of such payments in coordination with the CNMI Treasurer. Responsible for the issuance of amusement machines licenses and the enforcement of the amusement machine laws and regulations. Responsible for the supervision and direction of all personnel assigned to this division. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or university with a Bachelors degree in the appropriate discipline, plus at least five (5) years of progressively increasing experience in the field of revenue and taxation. 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	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