



ISIDRO K. SEMAN
Director of Personnel

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

EXAMINATION ANNOUNCEMENT NO: 18-129
OPENING DATE: 06/29/18
CLOSING DATE: 07/13/18

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: Records Assistant

PL 02/01
\$609.00 B/W - \$15,834.00 P/A

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

LOCATION: Department of Public Safety, Saipan

DUTIES:

Processes Firearms ID Permit for New, Renewal, or duplicate, and Police ID applications. Ensures all proper documents are attached upon completion of registration and ensure completeness and conformance. Answers to customers' inquiries concerning requirements and procedures for application of Firearms ID Permit and Complaint Reports. Assists in processing all background searches for firearm applicants and DPS applicants. Assists in typing other documents related to the job assignment. Files and issues public documents such as traffic reports, criminal or non-criminal reports. Logs in and stamps date all incoming complaint reports. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from High School or equivalent education program plus one (1) year of related work experience. Copy of diploma, 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