



COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT

P.O. BOX 1458 ROTA, MP 96951
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ISIDRO K. SEMAN
 Director of Personnel

FELICITAS "Tee" P. ABRAHAM
 Chairwoman, CSC

EXAMINATION ANNOUNCEMENT NO.: R18-013
 OPENING DATE: 07/11/18
 CLOSING DATE: 07/25/18

This examination announcement is for the purpose of developing an Open Competitive and Promotional Eligible List. It is the policy of the Commonwealth of the Northern Marianas 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: Administrative Assistant Pay Level: 05/01 - 05/05
 Bi-Weekly: \$ 704.994 - \$ 856.92
 Per-Annum: \$ 18,329.83 - \$ 22,280.03

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

LOCATION: Department of Lands & Natural Resources (Soil & Water Conservation Division), Rota

DUTIES:

Assists the Res. Dept. Head on a variety of administrative matters concerning the Division of Soil & Water Conservation, relays instructions & orders as directed also supervises office & non-technical functional operations of the division office. Performs important clerical work & exercises independent & un-reviewed judgment in making decisions effecting regular work procedures. Maintains & supervises the maintenance of a wide variety of financial & other records, estimates & requisitions, verifies complex statistical & other reports for accuracy & completeness. Assists in the preparation & presentation of division budgetary requests & periodically inspects expenditure records for adherence to budget limitations. Summarizes findings & makes recommendations based on findings. Assists & coordinates activities & projects for Luta Soil & Water Conservation District. Attends meetings & conferences. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from High School or equivalent education program, plus four (4) years of responsible office management work experience. Copy of diploma 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 & 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