



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.: R18-014
 OPENING DATE: 07/13/18
 CLOSING DATE: 07/27/18

*** Re-Announcement Ref.: EA# R18-010 ***

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: Draftman II
 Pay Level : 02/01 - 02/05
 Bi-Weekly : \$ 609.00 - \$ 740.24
 Per-Annum : \$ 15,834.00 - \$ 19,246.33

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

LOCATION: Department of Public Works (O & M Technical Services Division), Rota

DUTIES:

Assist in a day to day technical services operation within the department when necessary. Carries out the drafting requirements for new or existing projects. Prepares technical drawings & plans for proposed government projects. Draft, plans & detailed drawings for structures, installation & construction projects. Make rough sketches, drawings, specifications & other data for government projects & to ascertain that is in conformance to design concept. Explain drawings to superiors & provide adjustment on changes as deem necessary. Uses autocad to perform design tasks & produce drawings. May use computer-aided drafting & design software to make plans. Assist in floodplain management operation of a community program prevention & corrective measures to reduce risk of current & future flooding within the community. Assist to provide floodplain management guidance related to community drainage improvement, flood protection, floodplain management & flood mitigation projects. Assist building & safety codes within interpretation & implementation of floodplain management regulations. May attend trainings respectively to autocad, technical drawings & sketches as well as floodplain management. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from High School or equivalent education program, plus two (2) years of drafting experience, One (1) year of which shall have been in architectural or engineering drafting. 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