



ISIDRO K. SEMAN  
Director of Personnel

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



HERMAN "HR" DLGUERRERO  
Chairman, CSC

**EXAMINATION ANNOUNCEMENT NO: 18-193**  
**OPENING DATE: 10/05/18**  
**CLOSING DATE: 10/19/18**

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: Architect**

**Ungraded**  
**\$1,538.91 B/W- \$40,000.00 P/A**

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

**LOCATION: Department of Public Works, SAIPAN**  
**Division of Technical Service**

**DUTIES:**

Coordinates with using agency personnel and prepares A&E design programs. Coordinates using agency reviews of A&E submittals. Conducts architectural reviews of A&E submittals. Coordinates in-house engineering staff reviews of A&E submittals. Provides architectural reviews of in-house designed projects. Coordinates engineering staff design for in-house projects. Supervises preparation of in-house architectural construction documents. Coordinates preparation of in-house engineering construction documents. Prepares technical architectural specifications for in-house projects. Conducts architectural observation of projects under construction. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

Graduation from an accredited college or university with a Bachelor's Degree in Architecture, and four (4) years of design/engineering experience in the field of Architecture. Copy of Degree or official transcript and police clearances 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	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