



ISIDRO K. SEMAN  
Director of Personnel

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS  
**CIVIL SERVICE COMMISSION**  
**OFFICE OF PERSONNEL MANAGEMENT**  
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HERMAN "HR" DLGUERRERO  
Chairman, CSC

**EXAMINATION ANNOUNCEMENT NO: 18-196**  
**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: Administrative Specialist I**

**PL 07/01**  
**\$777.26 B/W - \$20,208.64 P/A**

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

**LOCATION: Department of Public Works, SAIPAN**  
**Solid Waste Management Division**

**DUTIES:**

Coordinates and prepares work schedules such as daily time, attendance and accomplishment report involving the collection fee staff. Reviews and compiles data and statistics regarding collection of tipping fees for the preparation of reports required by the accounting staff and supervisor. Performs work involving the maintenance of records, including weekly, monthly and quarterly records of Tipping Fees collected. Keeps and maintains computer records involving established accounts and coupons. Verifying records against documents on payments versus balance owing. Assesses the volume of all incoming vehicles and based on his/her determination charges the appropriate fee. For fees to be paid by coupons, the attendant shall remove the appropriate number of coupons from the coupon book and stamp both the coupons and the receipt stubs. Verifies registration and authenticity of coupons of commercial haulers represented at the Commonwealth Solid Waste facilities and collects prepaid coupons from registered commercial holders. Provides invoices to haulers with established accounts. Collects cash payments from residents and small commercial haulers. Shall be the sole judge of the capacity of the incoming vehicle. Insures issued receipts and shall note the serial number of the coupons issued to Tipping Fee coupon purchasers. Coordinates, maintains, repairs and troubleshoots Mettler-Toledo scale systems, including Dell PCs and Auto Scale software, both at the Lower Base Transfer Station and the Marpi Landfill scale houses. Contacts Mettler-Toledo and/or Phillips scales for unresolved scale issues and orders parts as needed. Coordinates and monitors the generator set and the storm water/leachate levels in Cell 2 and the 5-million gallons Leachate pond at the Marpi Landfill to ensure proper working condition. Assists both the Solid Waste Branch Manager and the Director of the Solid Waste Management Division in preparing various documents for contracts preparation and routes until contracts completion. Drafts correspondence letters and other pertinent documents related to contract preparation. Supervises and assigns division employees to transfer station tipping floor, equipment operator, scale operators and spotters as required. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

Any combination equivalent to graduation from an accredited college or university with a BA degree in Business Administration or related field, plus one (1) year of experience in office management or staff work. 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