



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: 18-197**  
**OPENING DATE: 10/12/18**  
**CLOSING DATE: 10/26/18**

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 Community and Cultural Affairs, SAIPAN**  
**Division of Youth Services**

**DUTIES:**

Prepares letters, memoranda, reports, statements, and other materials pertaining to the administrative functions of the program. Maintains accurate financial records file in accordance to the program budget. Receives incoming mail and other materials, logs and routes them to proper units/programs on a timely manner. Arranges travel itineraries, meetings and correspondences for the Supervisor and DYS staff. Efficiently prepares travel authorizations, travel vouchers, contracts and payment request. Receives inquiries from public by letter, telephone, or in person and furnishes appropriate information or direct the inquiry to the proper source. Provides administrative support to the different units/programs of the division as assigned by the DYS Administrator. Processes outgoing document(s) and/or material(s) pertaining to the function of the Division. Assists and participates with the Division's education activities and outreach programs. Assists in organizing trainings/workshop for the Division. Conducts and submits yearly inventory report for the DYS Administrator. Assists with the units/programs timesheets submission for the Division. Conducts daily routing activities for the Division. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

Any combination equivalent to graduation from an accredited college or university with a Bachelors 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