



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: 18-198
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: Custodial Worker I

PL 02/01

\$609.00 B/W - \$15,834.00 P/A

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

**LOCATION: Department of Community and Cultural Affairs, SAIPAN
Office on Aging**

DUTIES:

Does minor repair and maintenance work and reports needed major repairs to a supervisor. Washes coffee pots, helps clean dining area, hallways and restrooms. Monitors all supplies and does inventories. Check supplies for the next day for kitchen and others. Makes recommendations on what supplies to be purchased. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Completion of eight (8th) grade level. 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
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