



JAKE MARATITA  
Chairperson, CSC

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS  
**CIVIL SERVICE COMMISSION**  
**OFFICE OF PERSONNEL MANAGEMENT**  
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FRANCES TORRES-SALAS  
Director of Personnel

**EXAMINATION ANNOUNCEMENT NO: 22-001**  
**OPENING DATE: 01/07/22**  
**CLOSING DATE: 01/21/22**

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: Customs Trainee (2 positions)**

**PL 04/01**  
**\$671.42 B/W - \$17,456.99 P/A**

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

**LOCATION: Department of Finance, Saipan**  
**Division of Customs Service**

**DUTIES:**

Files and maintains all official documents to ensure that the filing system is organized and in accordance with the Customs record maintenance filing system. Maintains confidentiality of all records/documents and on-going investigations of all cases within the Division of Customs Service. Assists with the inspections of all arriving passengers, crew members, luggage, hand-carry items and cargos from various aircraft and surface vessels for compliance with all applicable CNMI laws and Customs Service Regulations, policies and procedures. Assists with the inspection and release of cargo documents for clearance of passenger baggage and other unclaimed baggage, as needed. Assists taxpayers in the preparation of Entry Certificate Assessment of all taxable imported merchandise applicable to CNMI Excise Tax Laws and collection of Excise Taxes and other charges. Reviews/examines importer's entry documentation, (i.e. Bill of Lading, Airway Bill, Permits and Invoices) for cargo clearance. Reconciles daily aircraft manifests through Customs Entry Declaration forms for each port by final destination of all arriving passengers/travelers. Seizes articles brought into the CNMI contrary to CNMI and Federal laws and prepares incident reports on all violations. Prepares the Statement of Articles Held by Customs Service form on any merchandise confiscated and turned over to the Customs Service Custodian. Performs other related duties and functions as assigned by Customs Officers, Customs Branch Managers and/or the Director of Customs Service.

**MINIMUM QUALIFICATION REQUIREMENTS:**

Graduation from High School or equivalent education program. Copy of diploma or official transcript and criminal record 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) and the Fair Labor Standards Act (FLSA).

\*A COVID-19 Vaccination is mandatory for Executive Branch Employees as per Governor's Directive No. 2021-002 dated February 18, 2020. If selected/hired you are required to be vaccinated with the COVID-19 Vaccination.

**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	Antonio C. Atalig, Public Library Bldg.	San Jose Village
Saipan, MP 96950	Office of the Mayor, Tatachog	Tinian, MP 96952
	Rota, MP 96951	