



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: 22-003
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: Agriculture Quarantine Inspector I (2 Pos)

PL 05/01- 5/02
\$18,329.83 - \$19,246.33 P/A

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

LOCATION: Department of Finance, Saipan
Division of Customs & Quarantine

DUTIES:

Inspects all incoming aircrafts and ocean vessels and their stores, ballast, quarter and freight cargoes upon arrival to prevent entry of harmful plant and animal pests and diseases. Inspects all incoming crew and passenger's baggage, luggage, suitcases, boxes containers, hand-carry and personal belongings for prohibited and/or quarantinable materials. Inspects all incoming animals and plants parts thereof, upon arrival to prevent entry of harmful pests and diseases. Confiscate and dispose of accordingly all prohibited and/or quarantinable materials entering the Commonwealth. Performs and issues pre-departure quarantine inspection and certificate respectively to aircrafts and ocean vessels destined to the Northern Islands to prevent harmful pests and diseases not prevalent to those islands. Provides information and assistance to departing and arriving passengers and crew members and the general public with regards to quarantine laws, regulations and procedures. Performs clerical tasks such as logging, filing and maintaining of all incoming general documents from aircrafts and ocean vessels. Performs other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

Graduation from High School or equivalent education program plus one (1) year of experience in Agriculture Quarantine work, including completion of USDA Certification. 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	