

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

**CIVIL SERVICE COMMISSION  
OFFICE OF PERSONNEL MANAGEMENT**

P.O. BOX 5153 CHRB, SAIPAN, MP 96950-5153

CSC TEL NO: (670) 233-1606 | FAX NO: (670) 233-4096

PM TEL. NO: (670) 234-6925/6958 | FAX NO. (670) 234-1013

CSC website: <http://www.cnmisc.net> | OPM website: <http://www.cnmiopm.net>



JAKE MARATITA  
Chairperson, CSC



FRANCES T. TORRES-SALAS  
Director of Personnel

**EXAMINATION ANNOUNCEMENT NO: 22-004**

**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: Administrative Officer III**

**PL 15/01-15/05**

**\$29,857.37 - \$36,291.82 P/A**

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

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

**DUTIES**

Oversees and coordinates office administrative procedures and review, evaluate and implement new procedures. Provides administrative support functions and guidelines for the efficient operation of the management office and the Division. Prepares and submits the bi-weekly time and attendance report to the accounting/payroll section and ensures that all discrepancies are recorded as required by the Personnel Office. Process Purchase Requisitions and Travel Authorizations. Ensures that administrative services are carried out efficiently; maintains financial records and prepares budget report on expenditures, determines supply and equipment requirements for the efficient operation of the Division. Participates or acts for the Director in conferences, hearings and seminars relative to administrative functions, budget and management policy as required. Compiles administrative data and statistics, including budget expenditures, and submits to the management for the annual budget request. Assists in implementing instructions and procedures dealing with the enforcement of local laws and administrative policy. Assists with all applicable training program implemented for the improvement of subordinates within Division of Customs Service. Establishes and maintains effective communications and working relationships with other department and divisions of the government in which day to day contact is necessary for the efficiency of Division's activities. Performs other related duties and functions as assigned by the Assistant Director and Director of Customs Service and the Secretary of Finance.

**MINIMUM QUALIFICATION REQUIREMENTS:**

Any combination equivalent to graduation from an accredited college or university with an BA Degree in Public Administration, Business Administration or related field, plus five (5) years of progressively responsible and varied office management or staff work in a public or private organization including experience in personnel and fiscal management, procurement and supply and contract negotiation.

**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, 2021. 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  
Springs Plaza, Gualo Rai  
Saipan, MP 96950

Office of Personnel Management  
Antonio C. Atalig Public Library Bldg.  
Office of the Mayor, Tatchog  
Rota, MP 96951

Office of Personnel Management  
San Jose Village  
Tinian, MP 96952