

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

**CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT**

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

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



JAKE MARATITA
Chairperson, CSC



FRANCES T. TORRES-SALAS
Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 22-005

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: Community Development Specialist I

PL 08/01-08/04

\$21,219.07 - \$24,563.73 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

Assists in the area of outreach for older persons needing assistance. Assists in providing information to older persons regarding feasibility of service. Assists in distributing SSI, Checks, Retirement Checks, NAP Coupons to both congregate and homebound clients. Assists those who are in need of transportation services to various private and public sectors such as the post office, Banks, stores, medical and dental appointments, SSI services and social security office and other places as needed. Provides written and/or verbal reports to the Office on Aging regarding clients. Assists in the development and implementation of office on aging preparedness functions. Assists the Office on Aging in monitoring program activities for program planning. Performs other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

Any combination equivalent to graduation from an accredited college or university with a BA Degree in Social Services or related field, plus one (1) year of related work experience. Copy of degree 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, 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	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, Tatchog	Tinian, MP 96952
	Rota, MP 96951	