

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS



JAKE MARATITA
Chairperson, CSC

CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT

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FRANCES T. TORRES-SALAS
Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 22-007

OPENING DATE: 1/10/22

CLOSING DATE: 1/24/22

RE-ANNOUNCEMENT 21-049

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: Revenue & Tax Trainee (10 positions)

PL 02/01 – 02/05
\$15,834.00 - \$19,246.32 P/A

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

LOCATION: Department of Finance, SAIPAN
Division of Revenue and Taxation

DUTIES:

Processes of annual, quarterly and monthly returns. Accurately enters tax information into the computer system on a daily basis or as specified by the supervisor. Provides basic and non-confidential tax information to the public regarding the filing of various types of return. Assists taxpayers in the preparation of simple tax forms, i.e. 1040NMI, 1040EZ-CM, 1040A-CM; various types of Business Gross Receipts Tax Returns, Employer's Withholding Tax Returns, Bar Tax Revenue, Gaming Tax Returns; and Room Tax Returns. Receives, reviews and processes tax return information on a daily basis. Assists in answering telephone calls, taking messages, logging and forwarding all calls to the responsible sections or individuals. Assists visitors and callers by answering questions regarding taxes. Refers mathematical and other discrepancies on tax returns to supervisor or manager for review and proper action to be taken. Ensures accuracy output reports and maintains all related tax documents and data. Maintains records and prepares reports as requested by supervisor or manager. Adapts production schedules to meet changing priorities or machine and personnel capabilities. Ensures completion deadlines and production standards in data entry of tax documents are properly met. Performs other related duties assigned.

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 Springs Plaza, Gualo Rai Saipan, MP 96950	Office of Personnel Management Antonio C. Atalig Public Library Bldg. Office of the Mayor, Tatachog Rota, MP 96951	Office of Personnel Management San Jose Village Tinian, MP 96952
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