

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

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



JAKE MARATITA
Chairperson, CSC



FRANCES T. TORRES-SALAS
Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 22-008

OPENING DATE: 01/14/22

CLOSING DATE: 01/28/22

PROMOTIONAL ONLY

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: Compliance Technician III

**PL 07/01-07/05
\$20,208.64 - \$24,563.73 P/A**

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

LOCATION: Department of Public Lands, Saipan

DUTIES

Conducts site inspections of commercial and temporary occupancy agreements, long term leases and other uses of public lands to assure that: a) Land improvements and maintenance are in compliance with the terms of the agreement. b) Properties are being used for purposes stipulated in the agreement. Makes periodic inspections of all public lands so that unauthorized uses and entries are identified and rectified. Fills out proper inspection forms during site visits and makes brief written reports of the results and findings of the site inspections conducted. Prepares correspondence relating to the Division. Reviews permits, leases, other contracts, statutes, policies and rules and regulations where necessary and familiarize with all policies. Reviews all documents for completeness and accuracy and that they are properly processed in a timely manner. Performs research and investigation related to the Division. Prepares and submits detailed and accurate regular reports in writing of inspection findings and make recommendations for or take corrective actions to rectify noncompliance. Provides the Finance Division with information regarding existing leases i.e. copy of BGRT, financial statement, appraisal report, amendments etc. Assists higher level specialist in their day to day activities of the Division. Periodically serves as Managaha Ranger as needed. Works weekends or after normal hours when needed. Performs other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

Graduation from High School or equivalent education program plus five (5) years of work experience in administrative, clerical, customer service or law enforcement. 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, 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