

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

**CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT**

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

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

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: 22-011

OPENING DATE: 1/14/22

CLOSING DATE: 1/28/22

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: Account Clerk I

PL 01/01 – 01/04

\$15,080.00 - \$17,456.99 P/A

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

**LOCATION: Department of Finance, SAIPAN
Financial Services - Travel**

DUTIES:

Performs the processing and preparation of Travel Authorizations, Travel Advances, GTRs and Travel Vouchers for the entire CNMI Government employees. Reviews and processes all airline bills, Travel refunds for payment. Reviews all travel advances for input to the computer for check preparation. Computes per diem, transportation charges, car rental, freight charges and other in accordance with the rules and procedures. Maintain files of outstanding and completed travel authorizations, travel vouchers and GTRs. Performs other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

Graduation from high school or equivalent education program, supplemented by several courses in bookkeeping and accounting, plus one (1) year of professional responsible clerical work experience, including one (1) year in maintaining a variety of records of financial transactions. 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