



COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT



P.O. BOX 5153 CHR, 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.cnmipm.net>

JAKE MARATITA
 Chairperson, CSC

FRANCES T. TORRES-SALAS
 Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 22-063
OPENING DATE: 06/16/22
CLOSING DATE: 06/30/22

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 Specialist I

PL 07/01
\$777.26 B/W - \$20,208.64 P/A

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

LOCATION: Department of Community & Cultural Affairs, Saipan
Division of Youth Services

DUTIES

Prepares letters, memoranda, reports, statements, and other materials pertaining to the administrative functions of the program. Maintains accurate financial records file in accordance to the program budget. Receives incoming mail and other materials, logs and routes them to proper units/programs on a timely manner. Arranges travel itineraries, meetings and correspondence for the Supervisor and DYS staff. Efficiently prepares travel authorizations, travel vouchers, contracts and payment requests. Receives inquiries from public by letter, telephone, or in person and furnishes appropriate information or direct the inquiry to the proper source. Provides administrative support to the different units/programs of the division as assigned by the DYS Administrator. Process outgoing document(s) and/or material(s) pertaining to the function of the Division. Assists and participates with the Division's education activities and outreach programs. Assists in organizing training/workshops for the Division. Conducts and submits yearly inventory report for the DYS Administrator. Assists with the units/programs timesheets submission for the Division. Conducts daily routing activities for the division. 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 Business Administration or related field plus one (1) year of experience in office management or staff work. 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).

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	