



JAKE MARATITA  
Chairperson, CSC

**CIVIL SERVICE COMMISSION**  
**OFFICE OF PERSONNEL MANAGEMENT**

P.O. BOX 5153 CHRB, SAIPAN, MP 96950-5153  
CSC TEL NO: (670) 233-1606 | FAX NO: (670) 233-4096  
OPM TEL. NO: (670) 234-6925/6958 | FAX NO. (670) 234-1013  
CSC website: <http://www.cnmisc.net> | OPM website: <http://www.cnmiopm.net>



FRANCES T. TORRES-SALAS  
Director of Personnel

**EXAMINATION ANNOUNCEMENT NO: 22-064**  
**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: Emergency Medical Dispatcher Trainee (2 positions) PL 04/01**  
**\$671.42 B/W-\$17,456.99 P/A**

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

**LOCATION: Department of Fire and EMS (DFEMS)**

**DUTIES:**

Operates radio, telephone, and computer-aided dispatch (CAD) systems to evaluate the situation and to take appropriate actions. Operates various automated and/or communications equipment including computer-assisted dispatch terminal. Enters and retrieves data. Monitors and operates TDD/TTY to communicate with hearing-impaired callers. Asks questions and retrieves information from callers to determine their locations and the nature of their problems and to determine type of response needed. Interacts with callers requesting emergency/non-emergency response or service from the community or public safety agencies. Transmits information obtained from callers to dispatch units in accordance with established procedures. Follows established procedures to provide emergency medical instruction to callers during high risk situations until appropriate field units arrive on scene. Prepares various forms of documentation including reports and logs; details of calls, dispatches and messages and may be responsible for copying 911 recordings. Monitors and maintains the location and status of fire, emergency medical and other agency units in the field. Performs general office support assignments. Inspects equipment at beginning of each shift to ensure proper operations; and reports malfunctions or problems if any. Performs other related duties as assigned or as needed.

**MINIMUM QUALIFICATION REQUIREMENTS:**

Graduation from High School or equivalent education program diploma. No work experience is required, however, employee will undergo two (2) months of training and must pass the trainings required to be an Emergency Medical Dispatcher. 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, Tatachog  
Rota, MP 96951

Office of Personnel Management  
San Jose Village  
Tinian, MP 96952