



JAKE MARATITA
Chairperson, CSC

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

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 / 8036 | FAX NO. (670) 234-1013

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



FRANCES TORRES-SALAS
Director of Personnel

EXAMINATION ANNOUNCEMENT: T22-037

OPENING DATE: 07/25/2022

CLOSING DATE: 08/08/2022

RE-ANNOUNCEMENT REFERENCE EA#T22-033

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 national 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:

Supply Technician I

PL 03/01 – 03/03

\$ 630.45 – 704.99 B/W

\$ 16,625.70 – \$ 18,329.83 P/A

LOCATION AND DIVISION:

Department of Finance, Tinian
Procurement & Supply

DUTIES:

Receives requisition and requests (TT-27) from various government agencies and activities. Ensures that established supply policies and guidelines are followed. Researches the commercial and government (Federal) catalogs for proper nomenclatures, stock number, price standard packing, etc. Process receiving report for items received for vendors and for payment purpose. Logs all incoming supplies purchase for the Department of Finance. Prepares supply transactions documents for the Department of Finance. Prepares purchase orders for items to be shipped to other island withing the Commonwealth Government. Ensures that individual requisitions are logged and file accurately. Oversees supplies as they enter or leave our storage facility. Furnish reports of status of requisitions as requested by customers and keeps file and revise them if and as required. Does follow-up of all requisition and purchase orders. Fills stock supplies and maintains stock inventory and records. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from high school or equivalent education program. Plus, two (2) years of clerical work experience, including one (1) year in supply operations. 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 performance pursuant to Part IV.B16 of the Personnel Service System Rules and Regulation (PSSR&R), and the Fair Labor Standard 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
Spring 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