



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  
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FRANCES TORRES-SALAS  
Director of Personnel

**EXAMINATION ANNOUNCEMENT: T23-001**  
**OPENING DATE: 01/23/2023**  
**CLOSING DATE: 02/06/2023**

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:** Administrative Assistant  
PL 05/01 – 05/06  
\$ 704.99 - \$ 899.77 B/W  
\$ 18,329.83 - \$ 23,394.03 P/A

**LOCATION AND DIVISION:** Department of Public Works, Tinian

**DUTIES:**

Assists with the scheduling of working hours of SWMD employees. Tracks and inputs quantity and types of wastes disposal at the public dump site for monthly report purposes, as submitted by SWMD employees. Assists with other administrative duties/functions within the department. Follow-ups pending inquiries such as status of orders, inventory listings, and other inquiries as requested by SWMD employees. Assists SWMD employees with any requested types of forms to be used at the public dump site. Takes messages for SWMD employees and relay such upon return of the office. Assists with Scale House in weighing all incoming and outgoing vehicle. Records customer and load information. Performs other related duties as assigned.

**MINIMUM QUALIFICATION REQUIREMENTS:**

Graduation from High School or equivalent education program. Plus; four (4) years of responsible office management work experience. Copy of Diploma or Official Transcript and Criminal Record must be attached to the application.

**CONDITION REQUIREMENT:**

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, Tatchog Rota, MP 96951	Office of Personnel Management San Jose Village Tinian, MP 96952
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