

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS



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



FRANCES T. TORRES-SALAS
Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 23-003

OPENING DATE: 01/26/23

CLOSING DATE: 02/09/23

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 Assistant

PL 5/01 - 5/04
\$18,329.83 - \$21,219.07 P/A

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

LOCATION: Department of Lands and Natural Resources, SAIPAN
Invasive Species Section

DUTIES:

Assists the Invasive Species Coordinator on a variety of administrative matters, relays instructions and orders as directed and manages and maintain office and non-technical functional operations. Assists in the preparation and submission of Invasive Species Coordination Program Budgetary and periodically inspects expenditure records for adherence to budget limitations. Responsible to monitor allocation of Fiscal Year budget expenses from the Federal Grantor. Conducts data input of work project administered throughout the Invasive Species Program. Performs important clerical work and exercises independent and unreview judgement in making decisions affecting regular work procedures. Performs outreach notification to the public school system and the general public on the Macuna Prunies and other Invasive Species affecting our islands Natural Resources. Summarizes finds and make recommendations based on findings. 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

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	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	