

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS



JAKE MARATITA  
Chairperson, CSC

**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  
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: 23-016**

**OPENING DATE: 03/10/23**

**CLOSING DATE: 03/24/23**

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: Revenue/Tax Trainee (2 positions)**

**PL 02/01 - 02/02**  
**\$15,834.00 - \$16,625.70 P/A**

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

**LOCATION: Department of Finance, SAIPAN**  
**Division of Revenue & Taxation**

**DUTIES:**

Processing of annual, quarterly and monthly returns. Accurately enter tax information into the computer system on a daily basis or as specified by the supervisor. Provide basic and non-confidential tax information to the public regarding the filing of various types of return. Assist taxpayers in the preparation of simple tax forms, i.e. 1040NMI, 1040EZ-CM, 1040A-CM; various types of Business Gross Receipts Tax Returns, Employer's Withholding Tax Returns, Bar Tax Revenue, Gaming Tax Returns; and Room Tax Returns. Receive, review and process tax return information on a daily basis. Assist in answering telephone calls, taking messages, logging and forwarding all calls to the responsible sections or individuals. Assists visitors and callers by answering questions regarding taxes. Refers mathematical and other discrepancies on tax returns to supervisor or manager for review and proper action to be taken. Ensure accurate output reports and maintains all related tax documents and data. Maintain records and prepares reports as requested by supervisor or manager. Adapt production schedules to meet changing priorities or machine and personnel capabilities. Ensure completion deadlines and production standards in data entry of tax documents are properly met. Performs other related duties as assigned.

**MINIMUM QUALIFICATION REQUIREMENTS:**

Graduation from high school or equivalent education program. 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 Springs 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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