

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

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>



JAKE MARATITA
Chairperson, CSC



FRANCES T. TORRES-SALAS
Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 23-022

OPENING DATE: 03/17/23

CLOSING DATE: 03/31/23

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: Compliance Technician I (2 Position)

**PL 04/01 – 04/04
\$17,456.99 - \$20,208.64 P/A**

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

LOCATION: Department of Public Lands, SAIPAN

DUTIES:

Assists in conducting inspections for the division. Fills out proper inspection forms during site visits and make brief written reports of the results and findings of the site inspections conducted. Assists in doing routine work related to the Division. Learns on the job techniques related to the Division Learns all the rules and regulations of the Compliance Division. Answers inquiries from the public and routes them to the appropriate personnel. Assists higher level technician in their day to day activities. Periodically serve as Managaha Ranger as needed. Perform other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

Graduation from high school or equivalent education program plus one (1) year of work experience in administrative, clerical, customer service or law enforcement. 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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