

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

CIVIL SERVICE COMMISSION

OFFICE OF PERSONNEL MANAGEMENT

P.O. BOX 5153 CHR, SAIPAN, MP 96950-5153

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RAYMOND M. MUNA
Chairperson, CSC

FRANCES T. TORRES-SALAS
Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 23-049

OPENING DATE: 05/18/23

CLOSING DATE: 06/01/23

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: Corrections Officer I (2 Positions)

PL 08/01 – 08/06

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

\$21,219.07 - \$27,081.51 P/A

LOCATION: Department of Corrections, SAIPAN

DUTIES:

May be assigned to the following Department of Corrections Adult Correctional Facility posts: Control Room, POD Control, Housing Unit, Day Rooms, Cell Blocks and Dormitory, Gate, Booking and Receiving. Patrols the Adult Correctional Facility premises, including its grounds and ancillary units. Performs inmate counts and conducts constant surveillance of the Department of Corrections Adult Correctional Facility premises and properties. Conducts searches, inspections and head counts of inmates/detainees, visitors, mail, facility, and etc. with thoroughness and accuracy, in a timely manner, including initiating special searches when appropriate, verifying information and identities, securing evidence and conducting security checks. Monitors the movements, general conduct/behavior, activities, health, safety and security of inmates while under the custody and control of the Department of Corrections Adult Correctional Facility, including safeguarding the facility keys, all entrances and potentially dangerous tools, supplies, devices and implements. May transport and/or escort inmates to and from facilities, i.e. hospital, court, work details and other approved destinations. Supervises inmates and maintains safety and security within the Department of Corrections Adult Correctional Facility. Monitors, directs and controls the activities of inmates during daily interactions, recreational or work activities within and without-outside-the facility, including enforcing rules and regulations and disciplinary sanctions. Enforces the Rules and Regulations found on the Inmate Information and Housing POD Rules and Regulations Handout. Ensures compliance of orders and instructions from the Office of the Commissioner, whether written or verbal, are carried out in order to facilitate, augment and complement all elements and components of operations, management and administrative support services to achieve organizational goals and objectives, including promotes and assists in attaining the goals and objectives of the policies and programs of the Department and the CNMI. Complies with the Department of Corrections Standards of Conduct for Correction Officers and staff. Performs other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENT:

Graduation from high school or equivalent education program plus successful completion of the Correctional or Police Basic Training, through the CNMI Department of Corrections or Public Safety or any U.S. approved equivalent training. 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, 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
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