

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

PM TEL. NO: (670) 234-6925/6958 | FAX NO. (670) 234-1013

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



RAYMOND M. MUNA
Chairperson, CSC

FRANCES T. TORRES-SALAS
Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 23-050
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: Chairperson, Land Registration & Survey

PL 14/01
\$1,093.68 B/W- \$28,435.59 P/A

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

LOCATION: Department of Lands & Natural Resources, SAIPAN
Land Registration and Survey

DUTIES:

Supervises the LRT and performs general duties as deem necessary by the Director to execute the purpose of Chapter 2, Public Law 3-79. Conducts and is responsible for analysis of research reviews, investigations, and fact-finding on land matters within the LRT. Administers oaths to witness and submits findings and report of actions taken and opinions where indicated to the Land Commission. Conducts Preliminary Hearing relating to titles of all land claims by individuals, families, and/or clans within the Commonwealth of the Northern Mariana Islands and assures that all record of transactions are properly recorded and kept. Hold hearings personally with the assistance of counsel from the Office of the Attorney General and then make a Determination of Ownership based on the record and the further information obtained by the Director. Responsible for initiating notice of hearing with respect to any claim. Conducts formal and informal hearing and adjudications of claims, disputed claims, and makes recommendation to the Director. Responsible for meeting landowners and issuing notice with the aide of the surveyors for determination and verification of pre-war property boundaries in connection with Land Title. Analyzes, interprets, and translates land documents/records. Performs other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENT:

Any combination equivalent to graduation from an accredited college or university with a Bachelor's degree, plus four (4) years of experience in Land Matters or related field of which one (1) year must be in a supervisory capacity. Copy of Degree or Official Transcript and Criminal Record must be attached to the application.

CONDITIONAL REQUIREMENTS:

*This position is "**EXEMPT**"; Is NOT 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