



COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS  
 CIVIL SERVICE COMMISSION  
 OFFICE OF PERSONNEL MANAGEMENT  
 P.O. BOX 5153 CHRB SAIPAN, MP 96950  
 TEL NOS. (670) 234-6925/6958/8036  
 FAX NO. (670) 234-1013



**EXAMINATION ANNOUNCEMENT NO: 14-114**  
**OPENING DATE: 09/29/14**  
**CLOSING DATE: 10/13/14**

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- 20/01-20/03**  
**\$14,388.82-15,860.10 P/A**

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

**LOCATION: Department of Finance, Saipan  
 Secretary's Office**

**DUTIES:**

Provides administrative support to the Secretary of Finance Office. Answers telephone calls and directs callers to appropriate personnel for immediate action. Prepares bi-weekly time and attendance reports for submission to Finance and Accounting payroll section. Prepares purchase requisitions and attaches all supporting documents for the approval of the Secretary. Arranges, prepares and follows up on Travel Authorizations or Travel Vouchers for the Secretary of Finance Office. Procures and maintains inventory on all office supplies to be used on daily operations. Responsible for the maintenance of all in-coming and out-going documents needing the Secretary of Finances signature and approval. Receives, sorts and distributes mail and other related materials to all Department of Finance Division and staff. Assist in the preparation of budget submission for the Department of Finance. Responsible for the distribution and preparation of all documents relating to workshops and training sponsored by the Office of Personnel Management or Northern Marianas College. Drafts correspondences for the Secretary of Finances signature. Assists on matters pertaining to lottery operations, transfers of all personnel and operational funds for Public School System and Northern Marianas College. Manages the quarterly allotments of all independent programs and autonomous agencies. Assist in the review for accuracy and preparation of payment requests on all government utility accounts. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

Graduation from High School, General Education Development (GED) or Advanced Development Institute (ADI) plus four (4) years of responsible office management work experience. Copy of diploma/official transcript and police clearance 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), Part 1.7C of the Excepted Service Regulation (ESR) and the Fair Labor Standards Act (FLSA).

**NOTE:** Education and training claimed under item 19(A) through (F) 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
J.M. Building, Garapan	Songsong Village	San Jose Village
Saipan, MP 96950	Rota, MP 96951	Tinian, MP 96952