



CATALINA L. TEBIT
Acting Chairperson, CSC

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT

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ISIDRO K. SEMAN
Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 19-047
OPENING DATE: 04/05/19
CLOSING DATE: 04/19/19

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: Park Ranger Supervisor

Ungraded
\$846.15 B/W-\$22,000.00 P/A

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

LOCATION: Department of Lands & Natural Resources, SAIPAN
Division of Parks & Recreation

DUTIES:

Supervises and trains all Park Rangers with rules and regulation in a tactful manner. Provides information on Parks and Recreation facilities and activities including park usage rules. Develops schedules for park ranger daily operation. Conducts meetings for rangers on a weekly basis. Attends to emergency situations and performs minor first aid. Follows proper emergency procedures in the event of a serious incident. Maintains good relationship and communication with Park Rangers. Works with civic organizations and sports leagues to coordinate schedules for fields and courts usage under the direction of the Parks and Recreation Director. Checks facilities to ensure the lights have been turned off and buildings are secured. Notifies the proper authorities of violations. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from High School or equivalent education program plus three (3) years of experience in park maintenance and enforcement of park regulations. Copy of diploma or 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) and the Fair Labor Standards Act (FLSA).

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 Songsong Village Rota, MP 96951	Office of Personnel Management San Jose Village Tinian, MP 96952
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