



CATALINA L. TEBIT
Acting Chairperson, CSC

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 / 8036 | FAX NO. (670) 234-1013
CSC website: <http://www.cnmiscsc.net> | OPM website: <http://www.cnmiopm.net>



ISIDRO K. SEMAN
Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 19-051
OPENING DATE: 04/12/19
CLOSING DATE: 04/26/19

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: Emergency Shelter Caretaker

PL 04/01
\$671.42 B/W-\$17,456.99 P/A

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

LOCATION: Department of Community & Cultural Affairs, SAIPAN
Division of Youth Services

DUTIES:

Assists in the daily operation of the Emergency shelter. Provides direct quality care for clients at the Shelter, which includes, but is not limited to the clients' hygiene, meals and school work needs. Provides daily transportation needs for the Shelter's clients to and from school and to other appointments. Maintains constant communication with the Coordinator and Caseworker in terms of client services. Assists in the implementation of programs and activities at the Shelter. Conducts daily update of the Shelter clients' files. Organizes and updates Shelter clients' files. Assists in special projects for the Emergency Shelter Program. Assists in compiling data for the Emergency Shelter Program. Assists in the processing of all client and shelter needs requests, which shall also include the preparation and routing portion of all related paperwork for procurement of items/supplies needed. Must obtain NIMS 100, 200, 700, and 800 certifications within one year from date of hire. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from High School or equivalent education program, plus two (2) years of related work experience. 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
--	--	--