



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
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ISIDRO K. SEMAN
Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 19-049

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: Clerk III

**PL 1/01-1/03
\$15,080.00-\$16,625.70 P/A**

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

**LOCATION: Department of Public Lands, SAIPAN
Administrative Division**

DUTIES:

Meets and directs visitors to appropriate section/office; refers telephone inquiries to appropriate staff or office. Receives, screens and distributes telephone calls and messages for all staffs. Receives, logs, and distributes all incoming correspondences. Handles disposition of all outgoing mail to the United States Post Office, other government agencies, including pouches to Rota and Tinian offices. Types letters, memos and forms as requested. Sorts/arranges documents and file in appropriate folders/cabinets. Handles reproduction of documents and other written materials. Assists in the preparation of documents, reports and statistics in draft and final forms. Assists with office errands in the absence of the Office Aide. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from High School or equivalent education program plus one (1) year of clerical 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), Part I.7C of the Excepted Service Regulation (ESR) 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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