



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



ISIDRO K. SEMAN
Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 19-053
OPENING DATE: 04/18/19
CLOSING DATE: 05/02/19

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: Executive Secretary

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: Office of Personnel Management, SAIPAN

DUTIES:

Performs a wide variety of secretarial and clerical duties as required by the Director of Personnel, including the recording and transcribing of dictated materials such as correspondences, memoranda and reports. Relieves the Director of Personnel of various administrative and clerical duties so as to facilitate his work and reduce demands of his time and attention. Keeps the Director's calendar, scheduling appointments and conferences. Composes and types correspondence, answering routine requests for information; types a variety of reports, specifications, tabulations and similar material from copy, rough draft or dictating machine. Prepares agenda for meetings and attends meetings, monitoring the recording of proceedings, taking notes and preparing minutes. Sets up, revises and supervises the maintenance of filing systems; maintains the more complex financial, personnel and other records; determines conformity to establish requirements and personally follows up on apparent discrepancies. Reviews and checks documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations; collects and selects information and compiles data from a number of sources for incorporation into special and periodic reports. Obtains confidential or personal information from the public, answers questions involving and understanding of policies, procedures, regulations and technical processes; transmits confidential or controversial information. Frequently responsible for assignment, training and supervision of a small group of clerical workers. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Any combination equivalent to graduation from an accredited college or university with an AA degree, plus six (6) years of clerical related experience. Copy of diploma/degree or official transcript and police clearance 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).

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	Office of Personnel Management	Office of Personnel Management
Springs Plaza, Gualo Rai	Songsong Village	San Jose Village
Saipan, MP 96950	Rota, MP 96951	Tinian, MP 96952