



CATALINA L. TEBIT
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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: 19-054
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: Managaha Ranger I

PL 04/01
\$671.42 B/W- \$17,456.98 P/A

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

LOCATION: Department of Public Lands, SAIPAN
Compliance Division

DUTIES:

Assists the Managaha Ranger II in conducting regular site inspections around Managaha Island. Reports to the Managaha Ranger II and/or Supervisor of any non-compliance activities for proper action. Assists the Managaha Ranger II, on a daily basis, in the collection of landing user fees from vessel operators. Writes out receipts for every payment collected. Assists the Managaha Ranger II in keeping total count, on a daily basis, of number of tourist landing on Managaha from large tour boat operators, who have approved credit account for billing purposes. Fills out daily reports on activities. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from High School or equivalent education program; plus one (1) year of experience in customer service, hotel or law enforcement. 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	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