

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

CIVIL SERVICE COMMISSION

OFFICE OF PERSONNEL MANAGEMENT

P.O. BOX 5153 CHR, SAIPAN, MP 96950-5153

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FRANCES T. TORRES-SALAS  
Director of Personnel



JAKE MARATITA  
Chairperson, CSC

EXAMINATION ANNOUNCEMENT NO: 21-180

OPENING DATE: 11/24/21

CLOSING DATE: 12/08/21

**RE-ANNOUNCEMENT (21-149)**

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:** Historian/Archival Researcher

Ungraded

\$1,538.46 B/W - \$40,000.00 P/A

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

**LOCATION:** Department of Community & Cultural Affairs, SAIPAN

Historic Preservation Office

**DUTIES:** Conducts research on historical sites, documents finding, assists in the preparation and submission to National Register of Historic Places nominations. Conducts and/or coordinates the research and development of new or improved methods and techniques for the storage and curation of historical documents and records. Assists the staff archaeologist/division in the review and compliance process by providing research data and information about the site significance. Assists the Director of Historic Preservation in the preparation of the program's Annual Grant application(s) for submission to the National Park Service. Facilitates and coordinates the acquisition of manuscripts, edit manuscripts, and coordinates and assists the preparation of specifications for HPO publications. Coordinates, maintains, and undertakes oral history research for the division, both in video and audio formats. Manages, maintains, and archives the division's photo collections and coordinates the acquisition and curation of these photos. Assists in the maintenance of the office library. Assures that at least two (2) large or small scale site nominations are prepared and completed to the U.S. National Park Service Register of Historic Places within the fiscal year. Assists the Staff Archeologist/division in preparing or collecting ethnographic information or data in preparation for report submission. Prepares press release, educational articles, and others to media relating to HPO program. Prepares division's quarterly newsletter. Assist the Director at meetings, workshops, conferences, and/or public hearings. Assists the Director and Administrative Officer in preparing the division's End of Year reports to National Parks Service. Assist the Director and Administrative Officer in applying for new grants for the division. Assists the Community Development & Outreach Programs in special projects for the Division. Provides educational historic tours to individuals or groups as requested of the division. Assists in the review and revision of the CNMI State historic preservation state Plan as needed. Performs other related duties as assigned by the Director of Historic preservation.

**MINIMUM QUALIFICATION REQUIREMENTS:**

Graduation from an accredited college or university with a BA Degree in History or closely related field plus two (2) years of full time experience in research, writing, teaching, interpretation or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution or substantial contribution through research and publication to the body of scholarly knowledge in the field of history. Copy of Degree or Official Transcript and Criminal Record 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 Standard 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  
Antonio C. Atalig Public Library Bldg.  
Office of the Mayor, Tatachog  
Rota, MP 96951

Office of Personnel Management  
San Jose Village  
Tinian, MP 96952