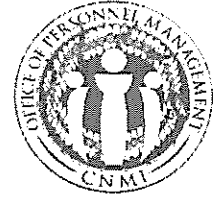




COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT



P.O. BOX 5153 CHR, SAIPAN, MP 96950-5153
 CSC TEL NO: (670) 233-1606 | FAX NO: (670) 233-4096
 PM TEL. NO: (670) 234-6925/6958 | FAX NO. (670) 234-1013
 CSC website: <http://www.cnmicsc.net> | OPM website: <http://www.cnmiopm.net>

JAKE MARATITA
 Chairperson, CSC

FRANCES T. TORRES-SALAS
 Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 21-182
OPENING DATE: 11/24/21
CLOSING DATE: 12/08/21

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: Compliance Officer

Ungraded
\$1,615.39 B/W - \$42,000.00 P/A

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

LOCATION: Department of Commerce, SAIPAN

DUTIES:

Gathers, maintains and handles claim files appropriately to conclusion, ensures that the pertinent forms are submitted timely and complete. Evaluates serious potential problem claims. Investigates and evaluates compensability and liability and settle claims of a low to serious range severity. Confirms compensability and relatedness to claims, corresponds and make phone contact with clients. Mediates disputes of claims by conducting conferences with the parties involved (claimant and employer of their respective representative). Conducts site visits to employers at the business vicinity periodically to ensure they are in compliance with the requirements of the programs. Handles special projects for Registrar of Corporation program compliance and the activities and changes affected by the CNMI Laws. Performs other related duties as assigned by the Secretary of Commerce.

MINIMUM QUALIFICATION REQUIREMENT:

Any combination equivalent to graduation from an accredited college or university with a BS degree in law enforcement, business administration or other related field plus four (4) years of experience in regulatory inspection or investigative work and two (2) years of which must have been in a supervisory position. 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), 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 Antonio C. Atalig Public Library Bldg. Office of the Mayor, Tatachog Rota, MP 96951	Office of Personnel Management San Jose Village Tinian, MP 96952
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