

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

**CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT**

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

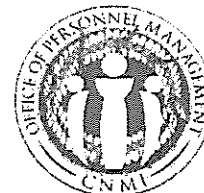
CSC TEL NO: (670) 233-1606 | FAX NO: (670) 233-4096

OPM TEL. NO: (670) 234-6925/6958 | FAX NO. (670) 234-1013

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



JAKE MARATITA
Chairperson, CSC



FRANCES T. TORRES-SALAS
Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 21-183

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: Eligibility Worker I

**PL 04/01 – 04/02
\$17,456.99 - \$18,329.83 P/A**

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

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

DUTIES:

Assists people enroll in the program through the application process. Comparing applicant's profile with established LIHEAP requirements. Collects and interprets Applicant's information in interviews, through references, and by verifying personal and financial data. Evaluates applicants' eligibility for LIHEAP assistance programs by determining income level and eligibility. Schedules client appointments. Prepares case correspondence including delay notices, denial notices and notices of payment. Provides program information/resources and materials to clients. Refers potential clients to other public social service agencies. Performs site visits to pre-screen applicants who are homebound. Educates clients individually or in groups on weatherization and energy conservation procedures. Prepares weekly workload and case status reports. Assists with CNMI Emergency Preparedness Operation relative to DCCA Emergency Support Function. Performs other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

Graduation from high school or equivalent education program plus three (3) years of experience in welfare related work. Copy of Diploma or Official Transcript and Criminal Record 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
Springs Plaza, Gualo Rai
Saipan, MP 96950

Office of Personnel Management
Antonio C. Atalig Public Library Bldg.
Office of the Mayor, Tatchog
Rota, MP 96951

Office of Personnel Management
San Jose Village
Tinian, MP 96952