



COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT
P.O. BOX 5153 CHRB, SAIPAN, MP 96950-5153
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OPM TEL. NO: (670) 234-6925 / 6958 / 8036 | FAX NO. (670) 234-1013
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JOSEPH PATRICK FITIAL
Chairperson, CSC

JOSEPH M. PANGELINAN
Director of Personnel

RE-ANNOUNCEMENT (EA#26-035)

EXAMINATION ANNOUNCEMENT NO: 26-039

OPENING DATE: 08/11/26

CLOSING DATE: 08/25/26

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: Administrative Assistant

PL 5/01 — 5/12
\$18,329.83 - \$31,350.24 P/A

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

LOCATION: Department of Lands & Natural Resources, SAIPAN

Division of Fish and Wildlife

DUTIES: Maintain familiarity with the Grant Requirement, applicable CNMI and Federal Laws, Rules and Regulations. Comply with the grant requirements, applicable U.S. OMB Cost Principles, CNMI Rules and Regulations in determining expenditures for reasonableness, allowable, and allocable costs. Maintains financial, human resources, property and equipment records in accordance with grant requirements, applicable U.S. OMB Circulars, CNMI and Federal Laws and Regulations. Account for actual expenditures and conduct reconciliation to account for expenditures and budget variance. Maintain grant funding expenditure ledger required by the grant program and provide monthly accounting report to the Project Leaders and Coordination Supervisor. Ensure that all expenditures and accounting record is supported by relevant documentations. Monitor and coordinate with the Department of Finance and other central government agencies to ensure that all expenditures are accurately accounted. Work closely with Project Leaders of his/her assigned grant programs to provide any administrative assistance needed in order for the Project Leader to successfully carry out his/her grant program objectives. Prepare, process and follow-up all documents routed for action and disposition to ensure its completion. Report or inform the Coordination Supervisor of any delays and problems encountered to ensure quick resolution to the problem. Attend meetings, workshop, and training as required. Maintains office file system. Will act as an aide to the Federal Program Coordinators and assist with all general administrative duties. Maintain financial tracking system for all federal grants by inputting data into system and generating reports for program managers. Perform time-keeping duties. Assist in drafting and typing correspondences and reports. Assist in preparation of budget requests and the compilation of fiscal and statistical data. Prepare quarterly and annual reports for submission to the Coordination Supervisor and Director. Conduct quality control checks on federal grant documents. Assist in answering inquiries from the public. Log and route documents for signature. Prepares and process personnel actions, travel authorizations, travel vouchers, purchase requests, contracts and all other documents pertaining to the Division of Fish and Wildlife. Assist in the compilation of financial status reports. Maintain updated inventory list. Perform travel as required. Performs other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENT:

Graduation from high school or equivalent education program plus four (4) years of responsible office management work experience. 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
Former Rota High School Bldg. Dist #4
Songsong Village, Rota, MP 96951

Office of Personnel Management
San Jose Village
Tinian, MP 96952