



COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
CIVILSERVICECOMMISSION
OFFICEOFPERSONNELMANAGEMENT
P.O. BOX 5153 CHRB, SAIPAN, MP 96950-5153
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CSC website: <http://www.cnmi-csc.net> | OPM website: <http://www.opm.cnmi.gov>



JOSEPH PATRICK FITIAL
Chairperson, CSC

JOSEPH M. PANGELINAN
Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 26-049
OPENING DATE: 09/29/26
CLOSING DATE: 10/13/26

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 (2 positions)**

PL 5/01 — 5/08
\$18,329.83 - \$25,791.92 P/A

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

LOCATION: **Department of Public Works, SAIPAN**
 Energy Division

DUTIES: Maintain program files and records, including applications, supporting documents, correspondence, and other administrative records related to rebate activities. Receives, sorts, and disseminates mails, and memorandum documents, and respond to routine inquiries from applicants, vendors, contractors, and the public. Assists with scheduling meetings, site visits, outreach activities, and other program-related appointments and prepare meeting materials as needed. Prepares letters, memoranda's, reports, spreadsheets, and other routine documents to support program administration, tracking, and reporting requirements. Assists with data entry, tracking of applications, payments, and other program information to help maintain accurate and up-to-date records. 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