



JOSEPH PATRICK FITIAL
Chairperson, CSC

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

**CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT**

P.O. BOX 5153 CHRB, 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.cnmiscsc.net> | OPM website: <http://www.cnmopm.net>



JOSEPH M. PANGELINAN
Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 26-051

OPENING DATE: 09/30/26

CLOSING DATE: 10/14/26

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 Officer I

PL 11/01 – 11/12

\$24,563.73 P/A - \$42,012.32 P/A

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

LOCATION: Department of Public Works, SAIPAN
Division of Energy

DUTIES:

Coordinates daily administrative operations of the Home Efficiency Rebate Program, including scheduling, correspondence, filing, and recordkeeping. Prepares, reviews, and processes administrative documents such as purchase requests, travel documents, personnel actions, contracts, and other program-related paperwork. Maintains organized program files, databases, and official records to ensure accurate documentation and easy retrieval of information. Assists in tracking program budgets, expenditures, obligations, and other financial records to support proper use of funds and reporting requirements. Prepares routine reports, summaries, meeting materials, and other administrative documents for management, partners, and funding agencies. Serves as a point of contact for communication with vendors, contractors, partner agencies, and the public regarding program administrative matters. Supports procurement and contract administration by helping gather quotations, track purchases, monitors deliverables, and maintains supporting documentation. Ensures administrative activities are carried out in accordance with program requirements, office procedures, and applicable government rules, regulations, and deadlines. Performs other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

Any combination equivalent to graduation from an accredited college or university with a BA Degree in Public Administration, Business Administration or related field, plus three (3) years of experience in responsible office management or staff work. Copy of Degree 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
Dept of Lands & Natural Resources Office Building
Former Rota High School, District #4 Songsong Village
Rota, MP 96951

Office of Personnel Management
San Jose Village
Tinian, MP 96952