



ISIDRO K. SEMAN
Director of Personnel

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT
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HERMAN "HR" DLGUERRERO
Chairman, CSC

EXAMINATION ANNOUNCEMENT NO: 18-124
OPENING DATE: 06/26/18
CLOSING DATE: 07/10/18

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: Attorney General Investigator III

PL 14/01-14/07
\$28, 435.59 - \$38,106.41 P/A

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

LOCATION: Office of the Attorney General, Saipan
Criminal Division (AGID)

DUTIES:

Conducts complex investigations relating to criminal cases and/or complaints of alleged violation of law, rules and regulations filed with the Office of the Attorney General. Interviews and interrogates witnesses, victims and suspects; obtains, preserves and identifies physical and documentary evidence; examines files and records; serves warrants for arrests, searches and seizures, as necessary. Conducts confidential investigations of alleged misconduct, corruption, and malfeasance of government officials and employees. Conducts clandestine meetings with informants and other contacts. Performs surveillance and stakeout. Assists federal, military and local law enforcement personnel on investigations, raids, and arrests as necessary. Develops and follows leads. Maintains investigative files and prepares investigative reports an evidence to substantiate allegations and testifies in court. Serves summons and subpoenas or other official documents. Performs other related duties as required. Drafts affidavits of probable cause in support arrest and search warrants. Develops and maintains an informant base. Is knowledgeable of the principles, practices and techniques of criminal and civil investigations. Is knowledgeable of the rules of evidence relative to the collection, preservation and identification of evidence. Is knowledgeable of the laws and decision relating to search, seizure and arrest. Has the ability to plan, organize, and conduct investigations. Has the ability to gather facts and information through interview, research, observation and examination of records and maintain confidentiality. Has the ability to adapt investigative methods, techniques and procedures to specific situations. Has the ability to make thorough and complete investigations. Has the ability to distinguish between conclusions and facts. Has the ability to report facts accurately in a concise, logical and objective manner. Has the ability to evaluate reliability and credibility of statements and witnesses. Has the ability to deal effectively with others and gains their confidence and cooperation. Has the ability to make positive decisions. Has the ability to testify in legal or administrative proceedings. Has the ability to discover and recognizes evidence of crimes and violations. Has ability to anticipate and responds appropriately to violent actions. Has the ability to analyze, interpret, and evaluate information obtained. Has the ability to function effectively under stress. Has the ability to work effectively with the general public and employees. Has the ability to communicate effectively, orally and in writing. Has the ability to maintain case files and prepare investigative reports. Is skilled in conducting interviews and interrogations. Is skilled in recognizing, exploring, and exploiting leads. Is skilled in recognizing, collecting, and preserving physical evidence. Is skilled in detecting discrepancies in information. Is skilled in distinguishing between relevant and irrelevant information and evidence. Is skilled in conducting and maintaining surveillance. Is skilled in dealing with emergency situations. Is skilled in dealing with emergency situations. Is skilled in the use and care of firearms. Is skilled in the preparation of technical reports. Is skilled in the operation of motor vehicles. Performs other related duties as assigned.

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QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or university with an Associate of Science Degree (AS) in the area of Law Enforcement or related field. Must have four (4) years of work experience in law enforcement field of which two (2) years as an investigator. Qualified applicants will be required to take a written and oral exam administered by the Chief Investigator. The administered exams will test the applicant's knowledge and abilities in the area of law enforcement, investigative techniques, and related fields as announced including the nature of work and the duties and responsibilities related to the position. The exams will be used to determine if the qualified applicants possess the basic and advanced skills in law enforcement required in order for the applicants to become a successful investigator. Copy of Degree or Official Transcript and Police Clearance 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), 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
Songsong Village
Rota, MP 96951

Office of Personnel Management
San Jose Village
Tinian, MP 96952