



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: 18-144**  
**OPENING DATE: 8/01/18**  
**CLOSING DATE: 8/15/18**

**RE-ANNOUNCEMENT (EA 18-104)**

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: Chief Investigator**

**PL 19/01-19/08**  
**\$36,291.82 - \$51, 066.23 P/A**

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

**LOCATION: Office of the Attorney General, SAIPAN**  
**AG Investigative Division (AGID)**

**DUTIES:**

Assumes full management responsibility of all Attorney General's investigative services and related law enforcement activities. Manages the development and implementation of goals, objectives, policies and priorities for the investigative unit, appropriate service and staffing levels and allocates resources accordingly. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures. Assesses and monitors workload, identifies opportunities for improvement and directs and implements changes. Develops and administers the investigative unit's budget. Directs the forecast of additional funds needed for staffing, equipment, materials and supplies; directs the monitoring of an approved expenditures. Directs the preparation and implements budgetary adjustments. Prepares necessary technical reports and records. Selects, trains, motivates and evaluates investigative personnel. Provides or coordinates staff training. Works with employees to correct deficiencies. Implements discipline and termination procedures. Coordinates the investigative assistance as directed by the Attorney General. Examples include: Assists prosecutors in preparing for trial, during trial and at sentencing including all testimony on the results of the investigation. Assists in maintaining foreign national witnesses that are required to be maintained for court hearings. Investigates allegations and evidence in relation to actual or threatened civil suits. Investigates and assists consumer complaints and violations. Investigates criminal matters referred from Law Enforcement agencies, the Department of Public Safety and others upon the concurrence of the Attorney General. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

Any combination equivalent to graduation from an accredited college or university with a Bachelor of Science degree in Criminal Justice, Political Science or related field plus six (6) years of law enforcement investigation experience including extensive experience in law enforcement administration and management. Copy of diploma, degree or official transcript and police clearance must be attached to the application.

**CONDITIONAL REQUIREMENTS:** This position is "**EXEMPT**"; Is not 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	Office of Personnel Management	Office of Personnel Management
Springs Plaza, Gualo Rai	Songsong Village	San Jose Village
Saipan, MP 96950	Rota, MP 96951	Tinian, MP 96952