

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS



JAKE MARATITA  
Chairperson, CSC

**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  
OPM TEL. NO: (670) 234-6925/6958 | FAX NO. (670) 234-1013  
CSC website: <http://www.cnmicsc.net> | OPM website: <http://www.cnmiopm.net>



FRANCES T. TORRES-SALAS  
Director of Personnel

**EXAMINATION ANNOUNCEMENT NO: 23-006**  
**OPENING DATE: 02/09/23**  
**CLOSING DATE: 02/23/23**

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: Caseworker I**

**PL 11/01 - 11/06**  
**\$24,563.73 - \$31,350.24 P/A**

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

**LOCATION: Office of the Attorney General, SAIPAN**

**DUTIES:**

Advocate the rights of victims to the criminal justice system, local leaders and the community. Inform and provide victims about referral services. Plan, develop and coordinate the implementation of a range of high quality responsive services to address the identified needs of victims affected by all crimes. Provide crisis counseling and case management. Ensure services provided are in accordance with VAWA policies and procedures and meet the requirements of the funding agreement. Develop and maintain relationships with key government and non-government service providers, and engage key stakeholders in joint activities and projects. Identify and participate in relevant interagency meetings and forums to raise awareness and advocate on crimes. Identify opportunities for innovative projects for collaborative partnerships with community partners. Review pending cases daily, inform victims about their case status, and discuss concerns with other Taskforce members. Assist victims in obtaining medical insurance, child care, employment, legal representation, welfare, vocational training, housing and other types of assistance necessary for the victim to gain and sustain independence. Assist in the submission of data and case information for quarterly reports. Make home visits to monitor the progress of victims and ensure their safety. Provide mediation between the victim, perpetrator, and their children if deemed appropriate. Perform other related duties as assigned.

**MINIMUM QUALIFICATION REQUIREMENTS:**

Any combination equivalent to graduation from an accredited college or university with an AS Degree in Social Work, Education, Social Science or related field plus one (1) year of case-worker, family or children assistance, or related work experience. 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).

\*A COVID-19 Vaccination is mandatory for Executive Branch Employees as per Governor's Directive No. 2021-002 dated February 18, 2020. If selected/hired you are required to be vaccinated with the COVID-19 Vaccination.

**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	Antonio C. Atalig Public Library Bldg.	San Jose Village
Saipan, MP 96950	Office of the Mayor, Tatachog	Tinian, MP 96952
	Rota, MP 96951	