

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

CIVIL SERVICE COMMISSION

OFFICE OF PERSONNEL MANAGEMENT

P.O. BOX 5153 CHR, SAIPAN, MP 96950-5153

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PM TEL. NO: (670) 234-6925/6958 | FAX NO. (670) 234-1013

CSC website: <http://www.cnmicsc.net> | OPM website: <http://www.cnmiopm.net>



RAYMOND M. MUÑA
Chairperson, CSC



JOSEPH M. PANGELINAN
Acting Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 24-018

OPENING DATE: 02/05/24

CLOSING DATE: 02/19/24

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: Victim Advocate Assistant

PL 5/01 5/11

\$18,329.83 - \$29,857.37 P/A

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

LOCATION: Office of the Attorney General, Saipan

DUTIES:

Confer and take direction from the Victim Witness Coordinator, Chief Prosecutor, Deputy Attorney General, and the Attorney General on all office matters. Keep all case information and communications confidential. Assist in office management and organization procedures. Perform data entry and update case management systems accordingly. Perform clerical duties, filing, and completion of forms. Answer phones, direct calls, and prepare messages. Copies, sorts, and files records related to office activities, transactions, and other matters. Maintain manual and electronic files and records so they remain updates and easily accessible. Distribute calendars and schedules appointments. Maintain and monitor inventory of office supplies, operation, resources, and relevant logs accordingly. Generate periodic report and maintain general record keeping. Assist in the preparation and delivery of documents as needed. Attend and take minutes of meetings and dictations as needed. Participate in outreach meetings and events. Operate office equipment, systems, and vehicle. Perform other office duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

Graduation from high school or equivalent education program plus one (1) year of experience in a field related to victim services, community/program projects, child support, or criminal justice related work. Must be knowledgeable in the operation of office equipment such as computers, facsimile machines, proficient in MS word, Excel and Adobe. 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
Antonio C. Atalig Public Library Bldg.
Office of the Mayor, Tatachog,
Rota, MP 96951

Office of Personnel Management
San Jose Village
Tinian, MP 96952