

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS



JOSEPH PATRICK FITIAL
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.opm.cnmi.gov>



JOSEPH M. PANGELINAN
Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 26-036

OPENING DATE: 07/14/26

CLOSING DATE: 07/28/26

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: Special Projects Coordinator

**Ungraded
\$923.08 B/W - \$24,000.00 P/A**

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

LOCATION: Office of the Attorney General, Saipan

DUTIES:

Coordinate and oversee special executive-level projects and independently executes special strategic projects, research, and assignments. Coordinate logistics for internal and external meetings and speaking engagements for the Attorney General and/or his Designee. Draft and initiate correspondence, announcements, research, materials and briefings for speaking engagements, meetings, and events for the Attorney General and/or his Designee. Attend and participate in internal and external meetings with the Attorney General and/or his Designee as needed. Collaborate with and provide assistance to the management team on an as-needed basis; support the Attorney General and/or his Designee in holding the management team members accountable to timelines and commitments. Identify potential problems with projects and recommend solutions to the management team. Manage the budget for each project, monitor spending, and make adjustments as needed. Work with the management team and staff to complete multi-faceted projects efficiently and effectively. Draft proposals for new projects; monitor project progress and handle any issues that arise. Act as the point of contact and communicate project status to all participants. Coordinate activities with outside vendors and contractors to ensure that all tasks are completed on time. Provide support to the management team and staff members during the project life cycle, including managing resources such as human capital, materials, equipment, and information. Perform other duties as assigned.

MINIMUM QUALIFICATION REQUIREMENT:

Graduation from high school or equivalent education program plus three (3) years of related work experience. 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
Former Rota High School Bldg. Dist. #4
Rota, MP 96951

Office of Personnel Management
San Jose Village
Tinian, MP 96952