Legislative Bureau
NORTHERN MARIANAS COMMONWEALTH LEGISLATURE
P.O. BOX 500586
SAIPAN. MP 96950

JOB VACANCY ANNOUNCEMENT

Examination Re-Announcement Number: LB-JVA-26-003 Position: Journal Clerk

PL-UNGRADED: $22,280.03 Annual Opening Date: November 06, 2026

The salary will be determined by the qualifications of the appointee Closing Date: November 30, 2026

Location: Honorable Jesus P. Mafnas Memorial Building (CNMI Legislature), Capitol Hill, Saipan

Job Summary

The Journal Clerk is responsible for assisting the Legislative Clerk, attending the legislative sessions, assisting in performing the administrative and legislative operations, filing and maintaining records, and publishing the Journal of the assigned legislative Chamber.

Duties and Responsibilities

The Employee will:

- Records and transcribes all sessions. Transcriptions must be completed expediently and before the following sessions;
- Attend and keep accurate records of the proceedings of all sessions;
- Accept legislative documents for numbering and official entry and disseminate all session materials to each member of the respective Chamber;
- Be responsible for the safekeeping of all records of the assigned legislative Chamber and provide data with respect to the status of bills, resolutions, and committee reports;
- Assist the Legislative Clerk in overseeing the administrative and legislative operations of the assigned legislative Chamber;
- Ensure that the records of the assigned legislative Chamber are filed with the Commonwealth and Legislative Bureau archives at the end of each legislature and is responsible for the publishing of the assigned legislative Chamber journal;
- Participate in or coordinate studies directed toward improving legislative operations;
- Advise the Sergeant-At-Arms and the media of scheduled sessions and other legislative meetings and
- Perform duties pursuant to the rules of the respective Chamber.

Minimum Qualification Requirements

- Possess an AA/AS degree or higher from a U.S. accredited institution of higher education plus one years of related work experience, or an equivalent three years of related work experience.

- Knowledgeable with word processing with word processing, and interpretive understanding of at least two of the official languages of the CNMI preferred.

Post-Offer Requirements

- Undergo a pre-employment drug test.
- Provide a current police clearance.
- Education and training claimed under items 19(A) through 19(F) of the Application for Employment must be substantiated by a copy of an official diploma and/or certificate.

Failure to perform the above requirements or provide the required documents will result in automatic disqualification.

The employment application may be accessed at www.cnmileg.net or may be picked up at the Office of the Director of the Legislative Bureau located at the Honorable Jesus P. Mafnas Memorial Building (CNMI Legislature), Capitol Hill, Saipan. The completed application may be submitted to the Office of the Director or may be mailed to the Office of the Director; Legislative Bureau; P.O. Box 500586; Saipan, MP 96950. No telephone inquiries will be accepted.