



CNMI YOUTH CONGRESS
NORTHERN MARIANAS COMMONWEALTH LEGISLATURE
P.O. Box 500586, Saipan, MP 96950
Tel: (670) 664-8863 • Fax: (670) 664-8849
E-mail: youthcongress@cnmileg.gov.mp



JOB VACANCY ANNOUNCEMENT

Examination Announcement Number: YC-JVA-21-001

Position: Secretary/Coordinator

PL-UNGRADED: \$15,000 per annum

Opening Date: December 28, 2020

The salary will be determined by the qualification of the appointee

Closing Date: January 15, 2021

Location: Northern Marianas Commonwealth Legislature, Capitol Hill, Saipan

General Duties:

- Accept legislative documents for numbering and official entry and disseminates all session materials to each member of the respective house;
- Attend and keep accurate records of the proceedings of all sessions;
- Safe-keep all records of assigned legislative house and provide date with respect to the status of bills, resolutions, committee reports;
- Ensure records of the Youth Congress are filed with the Commonwealth and Legislative Bureau archives at the end of each Youth Congress and is responsible for the publishing of the assigned Youth Congress journal;
- Record and transcribe all Youth Congress Sessions;
- Serve as Youth Congress Legislative Clerk;
- Perform clerical, administrative and other office related functions;
- Assist and coordinate Youth Congress activities; and
- Performs other duties as assigned and directed by the Director of the Legislative Bureau.

Qualifications and Requirements:

- **High School Diploma or equivalent from a United States accredited institution; and**
- **Knowledge with Microsoft Office programs (Word, Excel, Outlook, Access, PowerPoint & Publisher); and**
- **Research, analytical and writing skills; and**
- **Ability to produce results within limited time frames and work under pressure on a daily basis; and**
- **Flexible with work schedule variations to include weekends; and**
- **Undergo a pre-employment drug test.**

Education requirements may be substituted with related experience

Education and training claimed under item 19(A) through 19(F) of the Application for Employment must be substantiated by a copy of an official diploma and/or certificate and a police clearance must be attached to the application. **Failure to provide the required documents will result in automatic disqualification.**

Employment application may be accessed at www.cnmileg.gov.mp 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. Completed application and police clearance 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.