



NORTHERN MARIANAS COMMONWEALTH  
LEGISLATURE  
P.O. BOX 500586

# JOB VACANCY ANNOUNCEMENT

Examination Announcement Number: \_\_\_\_\_

Position: Director, Legislative Bureau

Pay Level-UNGRADED: \$ \_\_\_\_\_

Opening Date: April 01, 2016

Closing Date: April 07, 2016

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

## APPOINTMENT:

Pursuant to Article 11, Section 17 of the Constitution of the Northern Mariana Islands, the Director is appointed by the joint leadership of the legislature consisting of the presiding officers, vice presiding officers, floor leaders, and the chairpersons of the standing committees. The director may be removed by a majority of the members of each house of the legislature with or without cause.

## PRIMARY DUTIES:

The director shall employ all necessary staff, other than personal staff of the members of the legislature. The director shall be responsible for all required services to the legislature in connection with sessions and committee meetings, ensure maintenance of all records, files, library and other documents of the legislature, and shall be responsible for the organization and management of the Legislative Bureau.

## QUALIFICATIONS and SALARY RANGE:

Qualifications and compensation of the director is determined by the joint appointing authorities.

## APPLICATION:

Interested applicants are requested to submit a letter of interest, resume and employment application to the *Office of the Speaker of the House of Representatives* and the *Office of the President of the Senate* located at the Honorable Jesus P. Mafnas Memorial Building (CNMI Legislature), Capitol Hill, Saipan.

A handwritten signature in blue ink, appearing to be "R. Demapan", written over a horizontal line.

Rafael S. Demapan, Speaker  
House of Representatives

A handwritten signature in blue ink, appearing to be "Francisco M. Borja", written over a horizontal line.

Francisco M. Borja, President  
Senate