



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

# JOB VACANCY ANNOUNCEMENT

**Examination Announcement Number: LB-JVA-15-001**

**Position: Legislative Assistant**

**PL-UNGRADED: \$1,148.36 B/W**

**Opening Date: January 26, 2015**

The salary will be determined by the qualification of the appointee **Closing Date: February 9, 2015**

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

## General Duties:

- Drafts legislative documents including but not limited to resolutions, committee reports, and letters, as requested by the Chairperson of the Committee to which he or she is assigned to;
- Attends legislative session and committee meetings as requested by the Chairperson of his or her assigned committee;
- Performs investigative and legislative research and analysis;
- Prepares reports and studies including preparation of letters, legislation, and related documents as requested by members of his or her assigned respective legislative house;
- Maintains a reasonable record of all tasks assigned by his or her immediate supervisor Chairperson of the Committee or other members of his or her assigned respective legislative house and such record is subject to review upon request; and
- Performs other duties as assigned.

## Qualifications and Requirements:

- **Possess four years relevant work experience or a minimum of an AA or AS degree or higher from a United States accredited institution of higher education with one year of legislative work experience;**
- **Possess ample knowledge of the legislative process;**
- **Excellent research, analytical, and strong writing skills; and**
- **Ability to produce results within limited time frames and work under pressure on a daily basis.**

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. **Failure to provide the required documents will result in automatic disqualification. All applicants may be subject to further interviews and examinations(i.e. writing assignment) to determine qualification.**

Employment application may be accessed at [www.cnmileg.gov.mp](http://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, postmarked no later than the closing date to the Office of the Director; Legislative Bureau; P.O. Box 500586; Saipan, MP 96950. No telephone inquiries.