



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

JOB VACANCY ANNOUNCEMENT

Examination Announcement Number: LB-JVA-16-001

Position: Assistant Sergeant at Arms

PL-UNGRADED: \$777.26 B/W

Opening Date: March 15, 2016

The salary will be determined by the qualification of the appointee

Closing Date: March 31, 2016

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

General Duties:

- Responsible for the safety & security of members of the Legislature;
- Attends all session, public hearings and any other legislative meeting as designated by the Presiding Officer;
- Records and maintains the Chamber's legislative meetings as scheduled and maintains order and security during sessions and meetings;
- Delivers official documents, serves subpoenas, and performs other duties as instructed by the Presiding Officer, official rules, or other legislative authority;
- Prepares the chamber prior to scheduled legislative meetings and maintains its security during the interim;
- Inspects and operates the chamber's sound/video system and responsible for the maintenance of the chamber;
- Records and maintains visitor's log sheet on a daily basis; and
- Performs other duties as assigned.

Qualifications and Requirements:

- Must have completed a Law Enforcement Academy and undergo and complete yearly required certifications pursuant to CNMI law; and
- Must undergo a complete Psychological Evaluation;
- Have knowledge of rules, general procedures, customs and courtesies of the CNMI Legislature and general principles of law enforcement; procedures and techniques of maintaining order, security and protocol of a legislative body; and
- Maintains good working conduct and is willing to work regularly after normal working hours.

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 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.