



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

JOB VACANCY ANNOUNCEMENT

Examination Announcement Number: LB-JVA-21-001

Position: Fiscal Analyst

PL-UNGRADED: \$ 55,125.00

Opening Date: May 03, 2021

The salary will be determined by the qualification of the appointee

Closing Date: May 12, 2021

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

General Duties:

- Conducts budget analysis, monitors agency and institution budgets, and prepares related reports;
- Provides information and assistance on the status of legislative proposals and measures, budgetary and fiscal practices, and prepares summaries and explanations of budget-related reports and proposed legislations;
- Provides assistance in analyzing departmental budget requests, including necessary documentation, investigation, and related budget impact studies;
- Provides technical assistance to the Legislature on cost-benefit analysis or fiscal reports on proposed legislation or current programs;
- Conducts fiscal and general research for Legislative Committees and for individual legislators, prepares reports and analysis on findings, and presents alternative solutions for consideration;
- Drafts bills, resolutions, report, and amendments;
- Makes oral presentations and responds to questions regarding state budget and fiscal matters;
- When necessary, attends budget hearings, committee meetings, and legislative sessions, and
- Performs other duties as directed.
- Undergo a pre-employment drug test.

Qualifications and Requirements:

- Must possess a Bachelor's degree from an accredited college or university with a major in Public Administration, Business Administration, Accounting, Economics or related field with two years of experience; or possess eight years of relevant work experience.
- Possess ample knowledge of the legislative process and the CNMI government budgeting 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.**

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.