



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

**Examination Announcement No.: LB-JVA-17-005**

**Opening Date: March 13, 2017**

**Closing Date: March 28, 2017**

This examination is for the purpose of developing an Open Competitive and Promotional Eligible list. It is the policy of the Commonwealth of the Northern Mariana Islands that the personnel system shall be applied and administered according to the principle of equal opportunity for all citizens and nationals as defined by the Northern Marianas Commonwealth Constitution regardless of age, race, sex, religion, political affiliation or belief, marital status, disability or place of origin.

**POSITION AND SALARY:**

**Administrative Officer (1 Position)**

**PL-UNGRADED**

**\$29,857.37 - \$53,619.54 PER ANNUM**

The salary will be determined by the qualifications of the applicant and limited to the amount currently appropriated for the position.

**LOCATION:**

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

**JOB DESCRIPTIONS:**

This position reports to the Legislative Bureau Director.

Oversees and administers the day-to-day activities of the office; develops policies, procedures, and systems which ensure productive and efficient office operation; Provides assistance and support to the Director in problem solving, project planning and management, and development and execution of stated goals and objectives; Supervises the work of employees in supporting roles, including assigning workload and monitoring employee performance; Oversees and facilitates resources management and administration procedures and documentation for the Director; Performs research and analysis on specific issues, as required, and independently prepares non-routine letters and/or reports, which may be highly sensitive and confidential in nature; Serves as the primary point of administrative contact and liaison with other offices, individuals, and institutions on operational and programmatic matters concerning the office; Oversees the operation of office accounts, and plans and monitors expenditures; as appropriate, develops and/or coordinates budgets for the office accounts; Provides and/or oversees provision of staff support to the office, to include handling walk-up and phone interactions, maintaining calendars and travel arrangements, screening, analyzing, and responding to incoming correspondence, handling day-to-day problems and situations, and provision of secretarial support; Assists in the coordination, supervision, and completion of special projects, as appropriate; and performs other duties as assigned.

## **QUALIFICATION REQUIREMENTS:**

- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis. High school diploma or GED; 2 years of directly related experience managing at least one of the following functional areas: fiscal services, administration and/or human resources AND 5 years of additional work experience directly related to the duties and responsibilities specified.

### **Knowledge, Skills and Abilities Required**

Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community; Ability to gather data, compile information, and prepare reports; Records maintenance skills ;Skill in budget preparation and fiscal management; Ability to use independent judgment and to manage and impart confidential information; Ability to analyze and solve problems; Ability to plan, develop, and coordinate multiple projects; Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures; Skill in organizing resources and establishing priorities; Ability to lead and train staff and/or students; Conflict resolution and/or mediation skills; Demonstrated ability to maintain confidentiality; Word processing and/or data entry skills; Knowledge of office management principles and procedures; Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues; Skills in the use of database management, word processing, spreadsheet, and/or presentation software; Organizing and coordinating skills; Ability to foster a cooperative work environment; Knowledge of general accounting principles; Knowledge of human resources administration principles and practices; Effective verbal and written communication skills; And knowledge of administrative policies and procedures.

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 to the Office of the Director; Legislative Bureau; P.O. Box 500586; Saipan, MP 96950. No telephone inquiries.