



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

JOB VACANCY ANNOUNCEMENT

Examination Announcement Number: LB-JVA-18-002

Position: Legislative Assistant

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

Opening Date: January 10, 2018

The salary will be determined by the qualification of the appointee **Closing Date: January 31, 2018**

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;**
- **Ability to produce results within limited time frames and work under pressure on a daily basis; and**
- **Undergo a pre-employment drug test.**

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 and a police clearance must be attached to the application. **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.