



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

JOB VACANCY ANNOUNCEMENT

Examination Announcement Number: LB-JVA-18-003

Position: Administrative Assistant

PL-UNGRADED: \$17,456.92 per Annum

Opening Date: January 29, 2018

The salary will be determined by the qualification of the appointee

Closing Date: February 19, 2018

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

JOB DESCRIPTION:

Perform clerical, administrative and other office related functions, including answering telephone, receiving communications and disseminating same to appropriate recipients; preparing and sending fax transmittals; maintaining filing system; copying and distributing documents to members and legislative bureau staff; setting up appointments and schedules; travel arrangements for staff, timekeeping; initiating correspondence; update the CNMI Legislative website not limited to status tables, calendar, agenda, journals, and legislative documents and information; maintains the Legislature's website, run office errands and perform other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

Possess two years relevant work experience or a minimum of an AA or AS degree or higher from a United States accredited institution with one year of legislative work experience; must have organizational skills and computer experience; proficiency in MS Word, MS Excel and MS Outlook; excellent communication skills – written and verbal; good research skills and attention to detail; 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.