



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

JOB VACANCY ANNOUNCEMENT

Examination Announcement Number: LB-JVA-22-003 **Position: Information Technology Assistant**

PL-UNGRADED: \$22,280.03 Annual

Opening Date: October 29, 2021

The salary will be determined by the qualification of the appointee **Closing Date: November 12, 2021**

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

General Duties:

Assist the Information Technology Manager with the following:

- Install, configure, and maintain computer network systems;
- Ensure that computer network is functioning properly and up-to-date;
- Setting up printers, keyboards, routers, modems, and smart devices;
- Assist all members of the Legislature including their staff, Legislative Bureau and CNMI Youth Congress with technical issues, as they arise.
- Performs other duties as assigned.
- Undergo a pre-employment drug test.

Qualifications and Requirements:

- Possess two years relevant work experience or a minimum of an A.A. or A.S. degree or higher from a United States accredited institution of higher education ;
- Have experience in providing hands-on-technical support and training.

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.net 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.