



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

JOB VACANCY ANNOUNCEMENT

Examination Announcement Number: LB-JVA-22-007

Position: Journal Clerk

PL-UNGRADED: \$22,280.03 Annual

Opening Date: August 09, 2022

The salary will be determined by the qualification of the appointee **Closing Date: August 19, 2022**

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

General Duties:

- Records and transcribes all sessions. Transcriptions must be completed expediently and prior to the following session;
- Assists the Clerk in maintaining an up to date status table of legislative documents;
- Assists the Clerk in preparation of materials for sessions and other legislative meetings;
- Assists the Clerk in the duplication and dissemination of documents during sessions;
- Prepares the compilation of legislative journals for publication by the Legislative Clerk;
- Acts in the capacity of the Legislative Clerk in the absence of the Legislative Clerk;
- 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 ;
- Knowledgeable with word processing with word processing, and interpretive understanding of at least two of the official languages of the CNMI preferred.

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.