



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

JOB VACANCY ANNOUNCEMENT

Examination Announcement Number: LB-JVA-23-001

Position: Administrative Support Assistant

PL-UNGRADED: \$20,208.64 Annual

Opening Date: March 22, 2023

The salary will be determined by the qualification of the appointee

Closing Date: April 12, 2023

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

General Duties:

Provide administrative support to ensure efficient operation of the office. Update the CNMI Legislative website not limited to status tables, calendar, agenda, journals, and legislative documents and information and maintains the Legislature's website. Post meeting/session/public hearing notice on the legislative page on Facebook. Run errands to include drop off/pick up documents within the legislative building and other government agencies, drop off/pick-up mail at the post office, pick-up supplies from vendors, etc. and perform other duties as assigned.

Qualifications and Requirements:

- Possess two years relevant work experience or a high school diploma or higher;
- Knowledgeable with word processing with word processing, and interpretive understanding of at least two of the official languages of the CNMI preferred.
- Must have a valid driver's license
- 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. **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.