



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

JOB VACANCY ANNOUNCEMENT

Examination Announcement Number: LB-JVA-23-004

Position: Legislative Assistant

PL-UNGRADED: \$29,857.37

Opening Date: September 13, 2023

The salary will be determined by the qualification of the appointee

Closing Date: September 27, 2023

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

General Duties:

- Assist the Senior Legislative Assistant in fulfilling the required Legislative Assistant responsibilities for the assigned Chamber.
- Draft 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.
- Attend legislative sessions and committee meetings as requested by the Chairperson of the assigned committee.
- Perform investigative and legislative research and analysis.
- Prepare reports and studies, including preparation of letters, legislation, and related documents as requested by the members of the assigned legislative house.
- Maintain a reasonable record of all tasks assigned by the immediate supervisor, such record is subject to review upon request.
- Perform other related duties or tasks as assigned or required.

Minimum Qualification Requirements:

Posses an AA/AS degree or higher from a U.S. accredited institution of higher education plus two years of legislative work experience, or an equivalent four years of legislative work experience.

Undergo a pre-employment drug test.

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.