



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

# JOB VACANCY ANNOUNCEMENT

**Examination Announcement Number: LB-JVA-25-001**

**Position: Legislative Assistant**

**PL-UNGRADED: \$29,857.37 - \$34,563.64 per annum**

**Opening Date: October 15, 2024**

The salary will be determined by the qualification of the appointee

**Closing Date: October 29, 2024**

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

General Duti

- 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](http://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.