



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

Examination Announcement Number: LB-JVA-10-001

Opening Date: December 28, 2009

Closing Date: January 08, 2010

Position: Legislative Assistant

PL-UNGRADED: \$1,153.84 B/W - \$30,000 P/A

**Location: Northern Marianas Commonwealth Legislature, Saipan
Legislative Bureau**

General Duties:

- Serve as a nonpartisan staff of the Legislative Bureau who will provide professional and impartial services to the Northern Marianas Commonwealth Legislature and the Legislative Bureau;
- Perform research and analysis;
- Draft legislative documents including but not limited to resolutions, committee reports;
- Attend legislative committee meetings and public hearings; and
- Performs other duties as assigned and directed by the Chairs of the committees he/she is assigned and/or by the Director of the Legislative Bureau.

Qualifications and Requirements:

- Bachelor's degree from a U.S. accredited educational institution. Equivalency may be considered and educational requirement may be substituted with three years of legislative work experience.
- Possesses ample knowledge of the legislative process;
- Excellent research, analytical, and writing skills; and
- Ability to produce results within limited time frames and work under pressure on a daily basis.

Education and training claimed on resume must be substantiated by an official diploma or certificate. **Failure to provide the required documents will result in automatic disqualification.**

Cover Letter and Resume with Police Clearance may be mailed to the Office of the Director; Legislative Bureau; P.O. Box 500586; Saipan, MP 96950 or may be submitted via email at glenna.palacios@cnmileg.gov.mp. No telephone inquiries.