



CNMI YOUTH CONGRESS
NORTHERN MARIANAS COMMONWEALTH LEGISLATURE
P.O. Box 500586, Saipan, MP 96950
Tel: (670) 664-8863 • Fax : (670) 664-8849
E-mail: youthcongress@cnmileg.gov.mp



Job Vacancy Announcement

Examination Announcement Number: YC-JVA-10-001 Position: Secretary/Coordinator

Opening Date: July 09, 2010

PL-UNGRADED: \$576.92 B/W - \$15,000 P/A

Closing Date: July 30, 2010

Location: Northern Marianas Commonwealth Legislature, Saipan
Youth Congress

General Duties:

- Accept legislative documents for numbering and official entry and disseminates all session materials to each member of the respective house;
- Attend and keep accurate records of the proceedings of all sessions;
- Safe-keep all records of assigned legislative house and provide data with respect to the status of bills, resolutions, committee reports;
- Ensure records of the Youth Congress are filed with the Commonwealth and Legislative Bureau archives at the end of each Youth Congress and is responsible for the publishing of the assigned Youth Congress journal;
- Record and transcribe all Youth Congress Sessions;
- Serve as Youth Congress Legislative Clerk;
- Perform clerical, administrative and other office related functions;
- Assist and coordinate Youth Congress activities; and
- Performs other duties as assigned and directed by the Director of the Legislative Bureau.

Qualifications and Requirements:

- High School Diploma or equivalent from a United States accredited institution; and
- Knowledge with Microsoft Office programs (Word, Excel, Outlook, Access, PowerPoint & Publisher); and
- Research, analytical, and writing skills; and
- Ability to produce results within a limited time frame and work under pressure on a daily basis; and
- Flexible with work schedule variations to include weekends.

Education and training claimed under item 19(A) through 19(F) of the Application for Employment must be substantiated by an official diploma or certificate. **Failure to provide the required documents will result in automatic disqualification.**

Employment application may be accessed at www.cnmileg.gov.mp 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.