

PROMOTIONAL & OPEN COMPETITIVE

EXAMINATION ANNOUNCEMENT
HUMAN RESOURCES OFFICE
(PLEASE POST PHYSICALLY)

It is the policy of the State Board of Education, Commonwealth of the Northern Mariana Islands, that the Public School System Human Resources Office shall be applied and administered according to the principles of equal employment opportunity. Applications shall be evaluated regardless of age, race, gender, sexual orientation, religion, political affiliation or belief, marital status, disability, or national origin.

Applicants for this position must be eligible and authorized to work in the U.S., including the Commonwealth of the Northern Mariana Islands.

POSITION/TITLE: Administrative Officer

EXAMINATION ANNOUNCEMENT NO: **PSS-2020-088**

OPENING DATE: January 6, 2021 CLOSING DATE: January 20, 2021

SALARY: PAY LEVEL: **Ungraded; Step(s) Ungraded; \$19,569.65 - \$42,718.10** Per Annum

BENEFITS: Salary commensurate with qualifications and experience, plus excellent benefits (including Life Insurance, Retirement Benefits, and Paid Leave/Holidays).

LOCATION: **Koblerville Elementary School**

ESSENTIAL TASKS:

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assists the supervisor on administrative matters.
- Relays instructions and orders as directed.
- Supervises office and non-technical functional operations.
- Performs important clerical work and exercises independent judgment in making decisions affecting regular work procedures.
- Maintains and supervises the maintenance of a wide variety of financial and other records.
- Distributes Payroll checks, keeps record of time and attendance.
- Takes inventory of all school supplies and materials as requested.
- Verifies financial or other statistical reports for accuracy and completeness.
- Handles and adjust customer complaints.
- Makes travel arrangements.
- Organizes school materials and supplies.
- Assists in the preparation and presentation of departmental budgetary requests and periodically inspects expenditure records for adherence to budget limitations.
- Summarizes findings and makes recommendations based on findings.
- Coordinates collection and preparation of operating reports, such as time and attendance records.
- Reviews and answers correspondence.

- Operates photocopier, fax machine, and other office equipment.
- Prepares materials for PTA meetings.
- Answers telephone calls and delivers messages.
- Ability to perform various tasks using a PC computer.
- Conducts orientation of new employees.
- May direct services, such as maintenance, repair, supplies, mail, and files.
- Attends meetings and conferences.
- Performs other related duties as assigned.

ESSENTIAL FUNCTION OF THE JOB:

The duties and responsibilities listed herein have excluded the functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities listed herein are essential job functions and requirements and are subject to modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some positions may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The qualification requirements listed in this document are the minimum levels of knowledge, abilities and skills required to perform this position.

FORTY (40) HOUR WORKWEEK:

The normal work period shall be a seven (7) days work period with a maximum non-overtime forty (40) hours.

The Public School System (PSS) operates on a 40-hour work week. Actual working hours will be determined on the basis of operational efficiency. School Principals, Supervisors or Program Managers will establish working schedules subject to the approval of the Commissioner of Education.

EDUCATION AND EXPERIENCE:

- **Administrative Officer I:** Graduation from a U.S. accredited college or university with a AA degree plus two (2) years related work experience OR Graduation from high school plus four (4) years related work experience.
- **Administrative Officer II:** Graduation from a U.S. accredited college or university with a BA degree OR Graduation from a U.S. accredited college or university with an AA degree plus three (3) years related work experience OR Graduation from High School plus five (5) years related work experience.
- **Administrative Officer III:** Graduation from a U.S. accredited college or university with a BA degree.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Thorough knowledge of the practices, methods and techniques used in the administration and supervision of all facets of student and support services;
- Thorough knowledge of prescribed School Board policies, procedures, rules and regulations;
- Thorough knowledge of federal and local laws, codes, regulations and ordinances related to the areas of responsibility for student and support services;
- Excellent oral and written communication skills;
- Ability to motivate others to reach their fullest potential;
- Ability to establish and maintain effective working relationships with school officials, students, parents, teachers, support staff, associates, external organizations/companies, federal and local agency representatives.
- Awareness of and sensitivity to cultural and local community practices and norms.
- Excellent Office Automation Skills (Microsoft Word, Excel, Outlook)
- Excellent Oral & Written Skills | Grammar/Style
- Excellent Record Keeping Skills | Filing & Document Management

APPLICATION REQUIREMENTS:

THE FOLLOWING LIST OF REQUIRED DOCUMENTS MUST BE SUBMITTED TO BE CONSIDERED FOR THIS POSITION:

1. COMPLETED PSS EMPLOYMENT APPLICATION FORM;
2. COPY OF DIPLOMA/DEGREE;
3. OFFICIAL TRANSCRIPTS (SEALED) *MUST BE SENT DIRECTLY TO THE HR OFFICE FROM THE ACCREDITED INSTITUTION AND/OR THE NATIONAL ASSOCIATION OF CREDENTIAL EVALUATION SERVICES (NACES)*;
4. POLICE CLEARANCE *FROM THE MOST RECENT PLACE OF RESIDENCE (WITHIN THE PAST SIX MONTHS)*;
5. VERIFICATION OF EMPLOYMENT; AND
6. MEDICAL CLEARANCE (*ONLY REQUIRED UPON OFFER FOR EMPLOYMENT*).

OTHER DOCUMENTS MAY BE REQUESTED AND MUST BE SUBMITTED TO BE CONSIDERED FOR THIS POSITION (IF THE PSS DETERMINES IT TO BE APPLICABLE):

1. CERTIFICATE/LICENSE (Teaching, CPA, Bar, SPHR, etc.)
2. RESUME
3. PRAXIS SCORES
4. TRAFFICE CLEARANCE

INTERESTED APPLICANTS MAY OBTAIN AND SUBMIT COMPLETED APPLICATION FORMS AND ALL REQUIRED DOCUMENTS TO THE PSS HUMAN RESOURCES OFFICE AT CAPITOL HILL, BUILDING 1202, ISLETA COURT, SAIPAN or VIA EMAIL TO: LUCRETIA DELEON GUERRERO AT LUCRETIA.DELEONGUERRERO@CNMIPSS.ORG or MAILED TO: CNMI PUBLIC SCHOOL SYSTEM, ATTN: HUMAN RESOURCES OFFICE, P.O. BOX 501370CK, SAIPAN, MP 96950, TEL. NOS. (670) 237-3037, 3052.

YOUR APPLICATION FORMS MUST BE RECEIVED BY THE PSS HUMAN RESOURCES OFFICE ON OR BEFORE THE CLOSING DATE OF THE POSITION ANNOUNCEMENT.

Human Resource Office Use ONLY

FLSA Status: Non-Exempt

Salary Grade/Step: Ungraded

Duty Station/Location: Saipan