



Commonwealth Healthcare Corporation
Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 25-085

POSITION:	Administrative Specialist	OPENING DATE:	<u>06/02/2025</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>06/13/2025</u>
SALARY:	\$30,823.52 - \$37,467.04 P/A		
PAY LEVEL:	05-01 – 05/05		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> Non-Communicable Disease Program, Public Health Services Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK

The Administrative Specialist for the Non-Communicable Disease (NCD) Programs within Public Health Services (PHS) is responsible for carrying out a variety of increasingly complex administrative and program support duties to assist program managers and staff in the effective delivery of services. This role is essential in relieving supervisory and programmatic personnel of routine administrative tasks and matters that do not require their direct intervention.

Incumbent in this position will handle the most sensitive and detailed administrative responsibilities, requiring in-depth knowledge of the operational, fiscal, and procedural policies specific to the NCD Programs. They serve as a lead administrative support worker and are expected to exercise a high degree of independent judgment in applying technical knowledge and adhering to established procedures to support program planning, reporting, grant management, and service delivery.

This classification differs from general administrative support roles in that it emphasizes higher-level responsibilities, including coordination across program areas, preparation of complex documentation, and engagement with internal and external stakeholders. The Administrative Specialist may also act on behalf of higher-level administrative personnel during their absence and is expected to perform with a high degree of autonomy compared to lower-level administrative classifications.

DUTIES:

- Prepares detailed and comprehensive reports of findings and recommendations.
- Interprets administrative policy and relays instructions of policy and procedure revision.
- Acts as an aide to an administrative superior.
- Represents the superior at conferences and meetings.
- Receives inquiries from the public by letter, telephone or in person and furnishes information or directs the inquiry to the proper source for answers.
- Conducts research on an assigned subject.
- Compiles administrative data and statistics.
- Assists in the preparation of budget requests.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.
- Create, maintain, and enter information into databases.
- Use computers for various applications, such as database management or word processing.
- Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining

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- documents, such as attendance records, correspondence, or other material.
- Operate electronic mail systems and coordinate the flow of information, internally or with other organizations.
- Schedule and confirm appointments for clients, customers, or supervisors.
- Maintain scheduling and event calendars.
- Compose, type, and distribute meeting notes, routine correspondence, or reports, such as presentations or expense, statistical, or monthly reports.
- Complete forms in accordance with company procedures.
- Locate and attach appropriate files to incoming correspondence requiring replies.
- Conduct searches to find needed information, using such sources as the Internet.
- Open, read, route, and distribute incoming mail or other materials and answer routine letters.
- Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions.
- Make copies of correspondence or other printed material.
- Learn to operate new office technologies as they are developed and implemented.
- Train and assist staff with computer usage.
- Order and dispense supplies.
- Prepare conference or event materials, such as flyers or invitations.
- Perform payroll functions, such as maintaining timekeeping information and processing and submitting payroll.
- Collect and deposit money into accounts, disburse funds from cash accounts to pay bills or invoices, keep records of collections and disbursements, and ensure accounts are balanced.
- Establish work procedures or schedules and keep track of the daily work of clerical staff.
- Provide services to customers, such as order placement or account information.
- Prepare and mail checks.
- Arrange conference, meeting, or travel reservations for office personnel.
- Supervise other clerical staff and provide training and orientation to new staff.
- Manage projects or contribute to committee or team work.
- Coordinate conferences, meetings, or special events, such as luncheons or graduation ceremonies.
- Mail newsletters, promotional material, or other information.
- Take dictation in shorthand or by machine and transcribe information.
- Develop or maintain internal or external company Web sites.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: Any combination equivalent to graduation from a recognized college with an Associate's Degree in business management or related field.

Experience: Plus three (3) years of progressively responsible administrative work.

Other: Ability to work independently as well as to function effectively and collaboratively in a team environment. Knowledge in using Microsoft Word, Excel, PowerPoint. Knowledge in creating program related social media campaigns/ posts.

KNOWLEDGE/SKILL/ABILITY:

- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services.
- Clerical — knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Active Listening — giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking — talking to others to convey information effectively.
- Service Orientation — actively looking for ways to help people.
- Technology — experience or willingness to learn the use of electronic health record and Microsoft Office software.
- Attention to Detail - job requires being careful about detail and thorough in completing work tasks.

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- Dependability - job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Concern for Others – job requires being sensitive to others needs and feelings and being understanding and helpful on the job.

CONDITIONAL REQUIREMENTS:

Employment is contingent upon successful clearing of pre-employment health screening and drug screening in accordance with CHCC policy.

OTHERS:

This position is a Full-Time employment status and requires at least 40 hours per week. This position is **“Non-Exempt”** or is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law. Regular operating hours of the Commonwealth Healthcare Corporation will be Monday to Friday from 7:30am to 4:30pm. This work schedule however is subject to change with or without notice based on the Employer’s business requirement and/or by the demands of the employee’s job. This position is paid on a bi-weekly basis (2-week period). CHCC adheres to all applicable deductions such as C.N.M.I. Tax, Federal Tax, Medicare and Social Security; *subject to funding availability through federal funds awarded to the CNMI Preventive Health and Health Services Block Grant Program not to exceed 09/30/2025.*

Note(s):

- *Three-fourths 20 CFR 655, Subpart E: “Workers will be offered employment for a total number of work hours equal to at least three fourths of the workdays of the total period that begins with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ends on the expiration date specified in the work contract or in its extensions, if any.”*
- *Employer-Provided Items 655.423(k): Requires Employer provide to the worker, without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.*

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Human Resources
Commonwealth Healthcare Corporation
1178 Hinemlu’ St., Garapan, Saipan, MP, 96950
Operation Hours: Monday Through Friday 7:30 AM – 4:30 PM and CLOSED on weekends/holidays.
Employment Application Forms will be available 24/7 at the employer’s hospital facility’s Main Cashier Office (entrance/exit point for all)
E-mail: apply@chcc.health
Direct Line: (670) 234-8951 ext. 3416/3410/3427/3583
Trunk Line: (670) 234-8950
Fax Line: (670) 233-8756
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Note: Education and training claimed in Employment Application must be substantiated by diploma, certificate or license. Failure to provide complete application form or the required documents will result in automatic disqualification.