



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO. 26-026

POSITION: **Administrative Clerk** OPENING DATE: **06/08/2026**  
NO. OF VACANCIES: **1** CLOSING DATE: **06/22/2026**  
SALARY: **\$17,160.00 – \$20,860.32 P/A**  
PAY LEVEL: **01/01 – 01/05**  
LOCATION: *The salary given will be determined by the qualifications of the appointee.*  
Environmental Health and Disease Program, Public Health Services,  
Commonwealth Healthcare Corporation, Saipan

#### NATURE OF WORK

The Administrative Clerk will work under the direct supervision of the Environmental Health Disease Prevention Program (EHDP) Administrative Officer. The employee in this position performs a variety of non-complex general clerical, basic bookkeeping and office support for the EHDP operations. This position is based in the EHDP office at Navy Hill, Saipan.

#### DUTIES:

- Answers telephones, directs calls and records messages.
- Communicates with customers, employees and others to answer questions, disseminate or explain information.
- Complies, copy, sort, and file records of office activities, business transactions, and other activities.
- Reviews files, records, and other documents to obtain information to respond to requests.
- Answers inquiries related to department operations and regulations.
- Collaborates with EHDP inspectors and technicians on logistical matters.
- Receives payment and issue cash receipts for services provided.
- Assists in the preparation of operational reports.
- Assists with maintaining administrative files, documents and reports.
- Assists with receiving, sorting and entering data collected for reporting purposes.
- Prepares and issues certificates and permits as instructed.
- Operates offices machines, such as photocopiers, facsimile machines and personal computers.
- Performs other related duties as assigned.

#### QUALIFICATION REQUIREMENTS:

**Education:** Graduation from High School, General Education Development (GED), or Advanced Development Institute (ADI) and/or Adult Basic Education (ABE).

**Experience:** Plus, one (1) year of experience in providing administrative or operational support.

**Other:** Intermediate proficiency in computer applications, basic office software (e.g., Microsoft Office Suite).

#### KNOWLEDGE/ SKILL/ ABILITIES:

- Administrative — Knowledge of administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace 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.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services.

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CHCC is an equal opportunity employer. We consider all applicants for all positions without regard to race, color, religion, sex, disability, age, mental or veteran status, the presence of a non-job-related medical condition or disability, or any legal protected status.

This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

- 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.
- Reading Comprehension — Understanding written sentences and paragraphs in work-related documents.
- Speaking — Talking to others to convey information effectively.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Social Perceptiveness — Being aware of other's reactions and understanding why they react as they do.
- Time Management — Managing one's own time and the time of others; ability to multitask.
- Strong organizational skills with attention to detail.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences. See more occupations related to this ability.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (including finding relations among seemingly unrelated events).

### **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.

### ***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](mailto:apply@chcc.health)

Direct Line: (670) 234-8951 ext. 3410/3427/3583/3444/3584

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.