



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands  
1 Lower Navy Hill Road Navy Hill, Saipan, MP 96950



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO. 22-134

POSITION: **Administrative Specialist** OPENING DATE: **07/26/2022**  
NO. OF VACANCIES: **1** CLOSING DATE: **08/08/2022**  
SALARY: **\$30,823.52 P/A**  
LOCATION: **Epidemiology and Laboratory Capacity Program  
Commonwealth Healthcare Corporation, Saipan**

#### NATURE OF WORK:

Incumbent in this class performs the most complex and sensitive administrative support duties. The difficulty and complexity of the work performed and the required thorough knowledge of the operations and administrative policies and procedures of the department to which the incumbent is assigned differentiate this class from the Office Specialist classes. Incumbents serve as lead workers and are expected to exercise independent judgment in applying the body of technical information in the performance of their duties, with review of end results by management. The emphasis of the Office Specialist classification series is more on the accomplishment of general clerical, typing, word processing and related duties. Incumbents in the latter class perform less difficult, complex and responsible administrative support duties. Incumbent assist in financial tracking, monitoring and reporting of program funds. In support of the ELC Program Manager, the incumbent assist in evaluating program reporting systems to ensure that performance indicators and workplans are being met for program areas and other relevant sources for reporting mechanisms such as REDCap. Administrative Specialists may act for a higher-level secretary in that person's absence. Serves as a lead worker. The position will implement administrative procedures in accordance with CHCC guidelines but also, in part due to funding from the Centers for Disease Control and Prevention (CDC) Epidemiology & Laboratory Capacity (ELC), procedures outlined by CHCC ELC Program.

#### DUTIES:

- Types and proofreads a wide variety of reports, letters, memoranda and statistical charts; types from rough draft or verbal instruction; reviews materials for completeness, accuracy, format and compliance with policies and procedures; initiates or drafts complex, but non-technical correspondence for appropriate signature.
- Performs a wide variety of responsible, complex and technical administrative, secretarial and clerical duties in support of the staff of an assigned department; follows-up on special projects and assignments; keeps informed of status of projects.
- Attends a variety of meetings; prepares and compiles agenda packets; takes and prepares minutes; disseminates information, as appropriate.
- Researches and compiles a variety of informational and/or confidential materials from sources both inside and outside the assigned area; summarizes information as directed.
- Prepares, assembles and distributes agendas and accompanying materials for assigned meetings; records, transcribes and distributes minutes of meetings
- Establishes and maintains a variety of department filing systems, databases, records and rosters; organizes and maintains various administrative, reference and follow-up files; purges files as requested;

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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.

- prepares various documents for filing and indexing.
- Screens office and telephone callers; responds to and resolves complaints and requests for information on regulations, procedures, systems and precedents relating to assigned responsibilities.
  - Maintains a calendar of activities, meetings and various events for the assigned department; makes arrangements and/or reservations for meetings, travel, lodging, etc.; schedules meetings according to established policies.
  - Operates a variety of office equipment including copiers, facsimile machine and computer; inputs and retrieves data and text; organizes and maintains disk storage and filing.
  - Relieves managers and supervisors of certain administrative matters by following up on projects, transmitting information and keeping informed of pertinent activities and assisting management in implementing selected departmental activities.
  - Assists in the preparation of the budget; attends budget meetings; monitors the cost of department operations against the approved budget; reviews budget performance reports, departmental financial transactions and centralized accounting records to resolve discrepancies and procedural problems.
  - Maintains and monitors database of invoices and monies spent; processes invoices through Finance Department.
  - Assists in the preparation of contract documents; proofreads and tracks contract documents.
  - Organizes own work, sets priorities and meets critical deadlines.
  - May oversee the work of lower level clerical support staff as required, including assisting with the selection, training and evaluation of personnel.
  - Develops and implements procedures for expediting the flow of clerical work through the office.
  - Incumbent assist in financial tracking, monitoring and reporting of program funds.
  - In support of the ELC Program Manager, the incumbent assist in evaluating program reporting systems to ensure that performance indicators and workplans are being met for program areas and other relevant sources for reporting mechanisms such as REDCap.
  - Performs related duties as assigned.

#### **QUALIFICATION REQUIREMENTS:**

**Education:** Any combination equivalent to graduation from a recognized college with an Associates Degree in Business Management or related field.

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

#### **KNOWLEDGE:**

- 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.

#### **SKILLS:**

- 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.

**WORK STYLES:**

- Attention to Detail — job requires being careful about detail and thorough in completing work tasks.
- 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 (Covid-19 vaccine required) 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 “Covered”, 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, however facility hours are 24 hours / 7 day per week. The **Administrative Specialist** position will be required to work a fixed work schedule; incumbent can opt to have a Compressed Work Schedule enabling full-time employees to complete basic 80-hour bi-weekly work requirement in less than 10 days. 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 *Epidemiology and Laboratory Capacity*, not to exceed 07/31/2023.

***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

1 Lower Navy Hill Road, Navy Hill, 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) 236-8205/8210/8729/8202

Trunk Line: (670) 234-8950 ext. 3580/3581/3583

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.



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