



Commonwealth Utilities Corporation



Job Vacancy Announcement

JVA No. 22 – 048

(RE-ANNOUNCEMENT)

Opening Date: June 14, 2022

Closing Date: June 28, 2022

POSITION TITLE:	Administrative Assistant
DEPARTMENT:	Water Division
LOCATION:	Saipan, Northern Mariana Islands, USA
ANNUAL SALARY:	\$16,742.00 - \$22,602.00 per annum, Non-Exempt
CONTRACT:	Not Contracted
POSITION(S):	One (1)

The incumbent will be under the direct supervision of the Drinking Water & Wastewater Division Manager or his/her designee.

Duties:

- Gathers, assembles updates, processes and/or distributes forms, documents, requests, invoices, mail and/or records; reviews information for completeness, accuracy and content; resolves discrepancies; prepares information for processing and disseminates and/or maintains documentation.
- Provides reception duties and responds to requests for information; provides customer support with completing forms and answering routine questions; refers inquiries as required to the appropriate resource; and advises management of issues for resolution.
- Enters data in systems or on documents; organizes and maintain files, records, logs, and/or timesheets; ensure file integrity and retention of records and documentation according to established procedures.
- Retrieves and/or prepares reports, correspondence, documents, deposits, account adjustments and other related documentation.
- Monitors supplies, materials and/or equipment inventory; prepares requisitions replenishment of supplies or required services; monitors order status; coordinates deliveries and services with vendors; and may provide pick up or delivery of documents or items as needed.
- Performs other duties of a similar nature and level as assigned.

Minimum Requirements: High School Diploma, GED or ABE Program.

Knowledge of: Applicable Federal, Commonwealth and local laws, codes, regulations and/or ordinances (based on assignment); Customer service principles; Basic filing and recordkeeping principles; Basic mathematical concepts; Basic inventory and supplies maintenance practices; Specialized equipment relevant to area of assignment; Modern office technology. Strong interpersonal and communication skills, clerical skills, and moderate computer proficiency.

Skills in: Interpreting and applying applicable laws, codes, regulations and standards (based on assignment); Providing customer service, Filing, organizing and maintain records and files; Preparing basic reports, correspondence and documentation; Managing time and prioritizing requests; Providing attention to detail; Proofreading documents for accuracy; Identifying errors and making corrections; Reviewing and researching account information; Maintaining confidentiality of records and information; Utilizing a computer and relevant software applications; Utilizing communication and interpersonal skills as applied to interaction with co-workers, supervisor, the general public, and others to sufficiently exchange or convey information and to receive work direction.

Licensing: Valid Driver’s License with appropriate class.

All applicants may be tested and all applicants are subject to pre-employment drug test.

How to Apply: Submit a completed CUC Employment Application, resume, and applicable supporting documents to the CUC Human Resources Department located on the 3rd Floor of the Joeten Dandan Building on Saipan, Monday through Friday, 7:30 am - 4:30 pm (except legal holidays). Applicants on the island of Tinian and Rota may submit their documents to their respective CUC Administration office. Application, resume and supporting documents can also be e-mailed to: employment.applications@cucgov.org