



# Commonwealth Utilities Corporation



## Job Vacancy Announcement

**JVA No. 24-044**

**Opening Date: Monday, January 22, 2024**

**Closing Date: Friday, February 2, 2024**

<b>POSITION TITLE:</b>	<b>Administrative Technician, Senior</b>
<b>DEPARTMENT:</b>	<b>Power Division-Transmission &amp; Distribution</b>
<b>LOCATION:</b>	<b>Saipan, Northern Mariana Islands, USA</b>
<b>ANNUAL SALARY:</b>	<b>\$24,904.00 to \$33,620.00 per annum, Non-Exempt</b>
<b>CONTRACT:</b>	<b>Not Contracted</b>
<b>POSITION(S):</b>	<b>One (1)</b>

The incumbent will be under the direct supervision of the Power Division Manager or his/her designee.

The Administrative Technician, Senior provides administrative support services requiring a broad knowledge of the organization and provide specific support for designated organization cross-functions. Responsibilities as assigned may include preparing reports, drafting documents, staffing special projects, tracking budgets and expenditures, tracking project timelines and keeping schedules, preparing payroll, meeting agendas, and coordinating events.

**Duties:**

- Performs advanced office duties; organizes and maintains records; and prepares regulatory and other reports.
- Performs specialized, advanced office and administrative support activities of assigned division or specialty area; provides administrative support, coordination and project assistance to assigned management.
- Reviews, verifies, processes, prepares and distributes various documents, reports, contracts, change orders, timekeeping records, schedules, specifications, billing documents, and/or other departmental documentation.
- Provides internal and external customer service by responding to inquiries and information requests, contacting appropriate resources to gather pertinent information, and providing documents, information or specifications for required resources or services.
- Enters and maintains data in systems; retrieves and reviews system information; performs research as needed to gather pertinent data; reconciles errors or inconsistent data; makes applicable corrections and updates to maintain data integrity.
- Maintains and organizes files, databases, and records; ensures retention of information in accordance with procedures and guidelines.
- Assists in tracking budgets and expenditures, project timelines, schedules, and/or document processes; prepares and distributes status updates and document revisions.
- Reviewing and assigning work orders in system and job order.
- Maintains and prepares requisitions for inventory, supply and equipment needs; monitors and identifies resource needs.
- Performs other duties of a similar nature and level as assigned.

**Minimum Requirements:**

Education: Associate’s Degree or, an equivalent combination of High School Diploma/GED or ABE Program AS plus three (3) years of office or customer service experience.

Proficiency in the applications of Microsoft software – Word, Excel, PowerPoint, and Outlook.

Knowledge of: Applicable Federal, Commonwealth and local laws, codes, regulations and/or ordinances (based on assignment); Customer service principles; Filing and recordkeeping principles; Mathematical concepts; Inventory and supplies maintenance practices; Specialized equipment relevant to area of assignment; Modern office technology.

Skills in: Interpreting and applying applicable laws, codes, regulations and standards (based on assignment); Providing customer services, Filing, organizing, imaging and maintain records and files; Preparing reports, correspondence and documentation; Managing time and prioritizing requests; Providing attention to detail; Proofreading documents for accuracy; Performing audits, identifying errors and making corrections and recommendations; Reviewing and researching account or database 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.

**Abilities:** Must have **EXCELLENT WRITING** and **EDITING SKILLS** with the ability to communicate clearly and effectively with internal and external clients; Must be able to work occasional extra hours; Must be able to work on/direct multiple projects at one time without direct supervision and be able to handle deadlines, confidential information and interruptions in the work process; Must be able to multi-task; Must be able to work well with various levels of employees, cross-functional team members and diverse cultures; Must be able to comfortably deal with ambiguity and be able to form a cohesive and effective outcome from potentially incongruous facts (or lack thereof) and individual perspectives.

- **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 emailed to: [employment.applications@cucgov.org](mailto:employment.applications@cucgov.org).