



**COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
CANNABIS COMMISSION**

P.O. BOX 500135 Saipan, MP 96950
Email: info@cnmicannabis.org

JOB VACANCY ANNOUNCEMENT

Announcement No. 22-002

POSITION TITLE: CNMI Cannabis Commission Executive Secretary

JOB STATUS: Full-time

SALARY: \$30,000 - \$35,000

LOCATION: Capitol Hill, Saipan

OPENING DATE: Wednesday, July 29, 2022

CLOSING DATE: Friday, August 26, 2022

About this position

Under general and direct supervision of the Managing Director. The incumbent is responsible to assist the Managing Director in the administrative and clerical tasks of the CNMI Cannabis Commission ("Commission"). Responsibilities will include, but are not limited to, creating, managing, and maintaining sensitive files; managing and scheduling meetings; taking dictations for and drafting memoranda; taking minutes during meetings, managing incoming telephone calls and messages; working closely and confidentially with the Managing Director in office management duties, making travel arrangements, handling, and tracking important documents and performing related work.

POSITION DESCRIPTION:

1. Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
2. Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating communications as requested.
3. Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
4. Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries.
5. Maintains customer confidence and protects operations by keeping information confidential.
6. Completes projects by assigning work to clerical staff; following up on results.
7. Prepares reports by collecting and analyzing information.
8. Secures information by completing data base backups.
9. Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions.

10. Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.
11. Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
12. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications.
13. Contributes to team effort by accomplishing related results as needed.
14. Performs other related duties as assigned.

SKILLS AND QUALIFICATIONS:

Writing Skills, Reporting Skills, Supply Management, Scheduling, Microsoft Office Skills, Organization, Time Management, Presentation Skills, Equipment Maintenance, Travel Logistics, Verbal Communications.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures)

1. Knowledge of management principles and practices;
2. Ability to effectively communicate orally and in writing;
3. Ability to evaluate the work of staff;
4. Ability to establish and maintain cooperative working relationships;
5. Ability to organize material, information, people in a systematic way to optimize the efficiency and minimize duplication of effort;
6. Ability to accept equivocal circumstances and take action where answers to a problem are not readily apparent;
7. Ability to maintain confidentiality in sensitive matters; and,
8. Ability to think through the consequences of a decision before it is made.

QUALIFICATION REQUIREMENTS:

Any combination equivalent to graduation from a recognized and accredited college with an Associate ("AA") Degree and at least three (3) years of clerical or related administrative experience. A copy of diploma/degree or official school transcripts, police clearance, and other required documentations must be attached to the application.

SPECIAL NOTE:

1. EEO Policy. The CNMI Cannabis Commission is an equal employment opportunity employer. The CCC's EEO policy is to ensure that all employment decisions are made on a non-discriminatory basis, and without regard to sex, race, color, age, national origin, religion, disability, marital status, sexual orientation, political affiliation or belief, or any other status protected by applicable national, federal, state or local law.
2. Background Investigation. A background investigation may be conducted in order to verify the accuracy and completeness of statements contained on the application and to obtain information relevant to predicting successful performance as a CNMI Cannabis Commission employee; and,
3. Drug Test. Please be informed that prior to a job offer, you are required to undergo a pre-employment drug test pursuant to the Alcohol and Drug Free Workplace Policy, Part V.C. of the Personnel Service System Rules and Regulations.

How to apply

1. Submit a cover letter relating to your experience as outlined in the vacancy announcement;
2. A current resume;
3. The names and contact information including current telephone numbers of three references.

All application packets must be sealed and submitted no later than end of business day, Friday, August 26, 2022 to:

Office of the CNMI Cannabis Commission
Attn: Chairman, CNMICC Board
Building #1341, Ascencion Court
Capitol Hill, Saipan, CNMI