



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

P. O. Box 500409, Saipan, MP 96950

Website: www.chcc.gov.mp



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 20-163

POSITION: **ADMINISTRATIVE ASSISTANT** OPENING DATE: **07/08/2020**

NO. OF VACANCIES: **1** CLOSING DATE: **07/17/2020**

SALARY: **\$25,000.00 P/A - \$30,000.00 P/A**

The salary given will be determined by the qualifications of the appointee.

LOCATION: **Overdose Data to Action Program, Division of Hospital Services,
Commonwealth Healthcare Corporation**

DUTIES:

The employee in this position provides general administrative support to the staff of the CHCC Overdose Data to Action (OD2A) Manager and Data Coordinators: Surveillance, PDMP Analyst and Prevention. The Administrative Assistant is supervised by the OD2A Manager, and is responsible for general administrative works, maintaining supplies, assists with budget preparation, developing and maintaining database entries, and logging and compiling department related reports. The Administrative Assistant will also project a professional image through in-person, email, and telephone interaction. Courteously answer telephones and transfers to appropriate staff of the CHCC Overdose Data to Action (OD2A) Program. Meets and greets clients and visitors, directing inquiries to appropriate program coordinators, personnel, etc. Initiates action and personally disposes of various inquiries and work items. Receives and screens all in-coming telephone calls, appointments, meetings and other related schedules and coordinates schedules for the program coordinators, as well as maintain department-related calendar of events and activities. Performs general record keeping and clerical functions (e.g. scheduling, photocopying/ scanning, emailing, faxing, filing, mailing, running reports, employee timecards, and maintains a comprehensive filing system, etc.) for the purpose of supporting the Centers for Disease Control and Prevention (CDC) OD2A Grant Program. Receives, creates and prepares documents and composes communication letters and memos for the OD2A Program Manager and Data Coordinators as directed. Maintains control on reports, correspondences and follow-up with responsible personnel within the CHCC to ensure action is taken. Communicates and obtains price quotations from vendors, processes purchase requisition requests and is responsible for procurement processes for the OD2A program. Compiles data. Timely entry of programmatic/departmental data into database. Maintains a filing and supplies system. Maintains CHCC OD2A program staffs' payroll records. Maintains timeliness, accuracy, precision, and completeness of data reporting as assigned. Maintains staff and client information served by the OD2A program. Attends and participates in all assigned workshops, trainings, and conferences to augment knowledge and skills. Attends staff meetings and conferences and provides information and data relative to Program/Department functions and matters whenever called upon to do so. Records procedures/minutes of meetings as assigned. Assists with maintaining Program/Departmental policies and operational procedures. Assists with coordination and scheduling of staff educational and training in-services. Arranges travel accommodations for OD2A staffs and for visiting officials, including arrangements for transportation and lodging, provision of information regarding meeting, etc. Assists with coordination of quality and performance improvement projects from beginning to end. Maintains the strictest confidentiality of all information within the CHCC, including but not limited to employee information, patient information, and Program/Departmental information the employee may come to know through his or her employment at CHCC. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Any combination equivalent to graduation from accredited college or university with an Associate's degree. Plus two (2) years of responsible office management work experience. Computer literacy and competency preferred. Language competency in indigenous languages preferred. Proficient in Microsoft Office. Knowledge of specific management principles related to general office management, personnel, budgetary and fiscal practices, office record keeping, and

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.

composing comprehensive reports, preferably grant related reports. Ability to make minor administrative decisions conforming to prescribed departmental policy. Ability to carry out special and general oral and written assignment. Ability to deal tactfully and courteously with others.

CONDITIONAL REQUIREMENTS:

This position is a Full-Time employment status. The regular work schedule will be Monday to Friday from 7:30am to 4:30pm for a total of 40 hours per week. 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; Every effort will be made to adhere to the employee's regular work schedule. This position is "**COVERED**" and is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law; subject to funding availability through federal funds awarded to the CDC National Center for Injury Prevention & Control – Overdose Data to Action not to exceed 08/31/2020.

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.*

OTHERS:

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: 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.

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: humanresources@dph.gov.mp

Direct Line: (670) 236-8205/8210/8729/8202

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

Fax Line: (670) 236-8756

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