

**COMMONWEALTH PORTS AUTHORITY**  
**Position Description**

**TARIFF TECHNICIAN I**  
**Tinian Seaport**

**Code 1027**

***Nature of Work***

Responsible for specific administrative tasks and duties at the Jose P. San Nicolas Commercial Port.

The employee in this class is responsible for performing specific tasks, duties and procedures of the administrative functions of Jose P. San Nicolas Commercial Port. Work is reviewed through conferences with the Supervisor of Operations and Maintenance and or the Tinian Ports Manager for submission of reports.

***Examples of Duties (Illustrative)***

1. Performs administrative tasks and duties of Jose P. San Nicolas Commercial Port operations.
2. Complies with applicable local and federal rules, regulations, policies and procedures, especially Jose P. San Nicolas Commercial Port harbor rules and regulations and the terminal tariff.
3. Responds to urgent or emergency situations.
4. Assists with implementation of specific collection procedures on fees and other port charges.
5. Assists with the daily collection for accuracy and submit collection of fees to the Accounting Department.
6. Advises the supervisors immediately of irregularity(ies) in seaport collection.
7. Applies approved procedures performing various administrative tasks and duties.
8. Assists with the verification of charges of fees for accuracy and in compliance with tariff rates.
9. Inputs into the computer (VCR system) data from bills of lading and permits to load as well as other port charges and leases as received from various shipping agencies and offices.
10. Assists with the invoicing and receipting of payments for wharfage and other port charges.
11. Assists in maintaining port records and reports on port tariff and statistics in a systematic fashion.
12. Assists in maintaining and updating of filing system and records of outstanding payments for bills of lading, permits to load as well as other port charges and lease
13. Assists in maintaining the VCR computer network system.
14. Provides assistance at meetings of tenants and seaport committee meetings on port related issues.

15. Maintains cooperative working relationship with Port of Saipan customers and tenants.
16. Familiarizes with harbor regulations and terminal tariff.
17. Applies theories, methods and techniques necessary for favorable results.
18. Participates in administrative training programs to develop strong administrative skills.
19. Participates in hazardous material control program.
20. Participates in related trade organizations or port associations or related programs which promote ocean commerce in the Pacific region particularly the CNMI.
21. Performs other related duties as assigned.

### ***Minimum Requirements of Work***

1. Knowledge of the functions of Jose P. San Nicolas Commercial Port operations with special attention to seaport administrative requirements.
2. Knowledge of CPA as an autonomous agency, rules, regulations and procedures.
3. Knowledge of approved theories, principles, practice and techniques of Jose P. San Nicolas Commercial Port.
4. Knowledge of applicable local ordinances and federal regulations including federal maritime regulations.
5. Ability to apply principles and theories of seaport operations proficiently.
6. Ability to organize and direct assignments to subordinates.
7. Ability to communicate effectively in the English language both orally and in writing.
8. Ability to motivate employees.
9. Ability to establish and maintain a cooperative relationship with the public, tenants and agents, and employees.

### ***Minimum Qualifications***

Any combination equivalent to graduation from high school (or G.E.D.) with no less than two (2) years of progressively responsible experience in a U.S. seaport/harbor operations or ocean transportation firm.

This position is **NOT EXEMPTED** from Overtime/Comp-time

Shall have no record of felony or criminal conviction.

### ***Pay Range***

Pay Level: 4  
Minimum: \$672.63 bi-weekly or \$8.41 per hour (PL4/1).  
Maximum: \$1,150.42 bi-weekly or \$14.38 per hour (PL4/12).

**Adopted by the Board of Directors on September 27, 2024.**