COMMONWEALTH JUDICIARY ADMINISTRATIVE OFFICE
Guma' Hustisia / Iimwal Aweewe / House of Justice
P.O. Box 502165 ▪ Saipan, MP 96950
Telephone (670) 236-9700/9800 ▪ Facsimile: (670) 236-9702
Website: www.NMIjudiciary.gov

EMPLOYMENT OPPORTUNITY

The Commonwealth of the Northern Mariana Islands (CNMI) Judiciary is seeking a highly motivated individual for the position of:

DEPUTY CLERK II
for
Drug Court
Announcement # JVA22-038

DUTIES: The successful candidate will work under the general supervision of the Presiding Judge and under the direct supervision of the Superior Court Clerk of Court on Saipan. The employee will perform work with wide latitude for the exercise of independent judgment and taking action in accordance with established policies, practices and court procedures. The duties of this position include, but are not limited to the following:

- Receive, review and record documents filed for hearing;
- Review documents presented by counsels and Drug Court Staff for accuracy, proper form, and conformance with court rules and decisions for approval and signature by judges;
- Track cases taken under advisement, ensure updates of same and provide periodic reports to the Clerk of Court and effected judges;
- Set the court calendar and adjust the same to maximize courtroom time and meet unusual situations;
- Prepare bench warrants, subpoenas, summonses and other related documents for issuance;
- Assess fines, receive and account for monies, issues receipts, prepare deposit slips, and make disbursements when ordered or directed;
- Interpret and disseminate information, law, policies, and procedures governing the hearing of cases;
- Update and maintain case dockets, judgment books and case files;
- Maintain a listing of all drug court cases and provide data for reporting purposes;
- Assist with the certification of records in cases appealed to the CNMI Supreme Court;

- Serve as a courtroom clerk for the drug court, which includes but is not limited to the following: ensuring courtroom readiness for proceedings, attending court sessions, administering oaths to witnesses, operating electronic recording equipment, listing all relevant portions of proceedings on a log, receiving, marking and assuming responsibility of all introduced evidence, and performing translation during proceedings;

- Serve as a member of the CNMI Drug Court Team; attend staffing and trainings, maintain confidentiality rules, provide background information for all potential participants, make recommendations at initial and progress staffing, prepares and coordinates execution of orders, and maintain information on case management software.

- Act as a liaison between the Office of the Clerk of Court and the Drug Court Program;

- Perform other related duties as assigned.

QUALIFICATIONS AND REQUIREMENTS: Candidate should have a high school diploma or equivalent. Should also have a Bachelor's degree in business administration or related field from an accredited university or college; or four years of equivalent work experience; or a combination equivalent of relevant education and experience; AND

A minimum of four (4) years of experience in legal, law enforcement, court administrative or related work.

Must have the ability to maintain and control sensitive and confidential information, maintain records professionally, and uphold office policies. Must be proficient with the use of general office software including but not limited to Microsoft Word and Excel.

Candidate must provide current police and traffic clearances and proof of eligibility to work in the CNMI. Must have a valid drivers' license and operate a court vehicle. Applicants given a conditional offer of employment with the CNMI Judiciary will be required to submit to urinalysis to screen for the illegal use of drugs prior to employment. "Illegal drug" means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.

Education completed in foreign colleges or universities may be used to meet the job qualification requirements if the applicant can show that foreign education is comparable to education received in accredited educational institutions in the United States.

It is the responsibility of the applicant to provide such evidence when applying for Judiciary jobs. Education received in foreign colleges or universities will be considered if the candidate submits an evaluation of the coursework from: (a) an accredited U.S. college or university; or (b) a private professional organization specializing in interpretation of foreign educational credentials.[1]

COMPENSATION AND TENURE: This position is appointed by and serves at the pleasure of the Presiding Judge. Salary range will be $23,000 - $25,000 annually.

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[1] The following organizations evaluate foreign educational credentials for employment and other purposes. All operate on a fee based on the extent of the education to be evaluated; applicants shall bear the cost of evaluation.
(a) Credentials Evaluation Service P.O. Box 24679 Los Angeles, CA 90024
(b) Education Equivalency Evaluation World Education Services P.O. Box 745 Old Chelsea Station New York, NY 10011
(c) Education Credential Evaluators, Inc. P.O. Box 17499 Milwaukee, WI 53217
(d) International Consultants of Delaware, Inc. 914 Pickett Lane Newark, DE 19711
(e) Foundation for International Services, Inc. P.O. Box 230278 Portland, OR 97223.
While the Judiciary offer these addresses as information to applicants who request assistance in obtaining an evaluation of foreign education, these services are not preferred over others which may exist.

INTERESTED PERSONS Application forms are available at the Judiciary Administrative Office at the Guma Hustisia/Iimwal Aweewe/House of Justice in Susupe, or at the Superior Court offices at Kotten Tinian in Tinian and Centron Hustisia in Rota during normal business hours except on weekends and holidays. Completed application, cover letter, and three references should be submitted to:

NMI Judiciary
Human Resources
Guma' Hustisia/Iimwal Aweewe/House of Justice
P.O. Box 502165
Saipan, MP 96950
Tel. (670) 236-9818
Cell. (670) 783-8592
Fax. (670) 236-9702
hr.judiciary@NMIjudiciary.com

This job announcement will remain open until filled and can be seen, and a printable copy of the application downloaded, at http://www.nmijudiciary.com

The Judiciary reserves the right to rescind or cancel this JVA at any time without notice.

THE CNMI JUDICIARY IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.