



COMMONWEALTH JUDICIARY ADMINISTRATIVE OFFICE

Guma' Hustisia / Iimwal Aweewe / House of Justice
P.O. Box 502165 • Saipan, MP 96950
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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:

JUVENILE COORDINATOR

On the island of SAIPAN
Announcement # JVA23-009

DUTIES: The successful candidate will work under the direct supervision of the Presiding Judge and/or his/her designee, including, but not limited to, the Special Assistant to the Presiding Judge. The JC is responsible for researching, laying the groundwork for, and preparing to establish various specialty courts under the Juvenile Justice Program. The JC also acts as court liaison with various stakeholders to set up various specialty court programs under the juvenile docket. The JC is also responsible for partnering with community stakeholders to assess each juvenile in the juvenile justice system to identify and refer prospective participants to the appropriate specialty court program. The JC is the bridge between Juvenile Court and DCCA Division of Youth Services (“DYS”) in all Juvenile matters. The duties of this position include, but are not limited to, the following:

- Research and draft legislation for various specialty courts under the Juvenile Justice Program (“specialty courts”), including juvenile mental health court, juvenile drug court, and juvenile DUI court.
- Research and draft policies and procedures for various specialty courts to be established under the Juvenile Justice Program;
- Coordinate, establish, and maintain strategic relationships, establishing parameters to build collaborative efforts with community stakeholders;
- Establish all processes and procedures to be implemented between the community stakeholders and the Juvenile Justice Program;
- Present research and findings to judges, justices, and Judicial Council regarding juvenile specialty courts;
- Assist with the planning, implementing, administrating, and monitoring services in accordance with applicable policies and procedures, judicial standards, and applicable statutes (local, state, and federal);
- Contribute to the efficiency and effectiveness of the specialty courts services under Juvenile Justice Program;
- Maintain and promote positive workflow with all agencies involved in the processing and distribution of Juvenile cases for prospective specialty court participants;
- Participate in staffing and hearings for juvenile cases;
- Coordinate referrals and the initial process for proper assessment, intake, admittance, and treatment services and case management;
- Communicate follow-up/requirements to the interdisciplinary team and collaborate with the interdisciplinary team to achieve optimal resource outcomes;
- Work with families to foster communication and act as a liaison between the specialty courts team and their case managers;
- Track and monitor referred juvenile cases;

- Develop, coordinate, and monitor record-keeping systems for effective program evaluation;
- Attend staff meetings, in-service training, workshops, and interagency conferences to coordinate services;
- Provide team members with assistance or training as necessary;
- Maintain current knowledge of best practices and national standards governing the administration of specialty courts for the benefit of the Judiciary;
- Maintain knowledge of the judicial system and its interrelationships with community stakeholders;
- Conduct program needs assessment and submits requests for capital expenditures and program enhancements where indicated;
- Maintain liaison and confer with state and federal agencies, private entities, non-profit organizations, and other community groups regarding the implementation of specific specialty courts;
- Draft and submit weekly¹, quarterly and/or annual reports on program activities and performance benchmarks;
- Prepare budget and program details for specialty courts; and
- Perform other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS: The Candidate must have a high school diploma or equivalent AND must hold a bachelor's degree from an accredited U.S. university. Experience in a human services field(s) such as psychology, social work, sociology, criminology, criminal justice, judicial administration, the court system, or other similar field is preferred. Two (2) years of experience working as a case manager, counselor, or coordinator of related services is also preferred. Candidate must possess writing skills in: 1) policies and procedures; 2) participants' performance contracts; and 3) participants' handbook.

The successful candidate must be proficient using a personal computer, including Microsoft Office software suite, possess excellent written and oral communication skills, and be able to work individually and as part of a team. Candidate must maintain confidentiality and handle sensitive information.

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.²

¹ Juvenile Court hearings are held Mondays at 2:30 p.m. The JC is responsible for compiling the reports submitted by the parties and DYS for review prior to the hearings, typically by Friday afternoon or Monday morning at the latest.

² 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.

COMPENSATION AND TENURE: This position is appointed by and serves at the pleasure of the Presiding. The salary range will be \$45,000 – 50,000 per annum.

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

NMI Judiciary
Human Resources
Guma' Hustisia/Imwal 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.gov

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

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.

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- (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 offers 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.