



## 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  
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### EMPLOYMENT OPPORTUNITY

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

#### **FAMILY COURT MANAGER**

On the island of SAIPAN  
Announcement # JVA24-001

**DUTIES:** The successful candidate will work under the direct supervision of the Presiding Judge of the Commonwealth Superior Court and under the direct supervision of the designated Family Court Judge. The candidate is responsible to plan, manage, administer, coordinate, and implement operations and activities of specific programs within the Family Court Division. The incumbent in this position is required to perform the following duties and responsibilities:

- Functions as program liaison of the family court, to the community and to the ancillary programs;
- Organizes, plans and directs the daily operations of the Family Court Division to ensure that the appropriate court services are provided as required by the Judges and court policies.
- Develops and manages programs and services that will promote and enhance the efficient delivery of judicial services within the Family Court Division to include the development of necessary procedures, rules, regulations and operating manuals for the Division.
- Supervises the following administrative staff; administrative assistant (s), Workforce Investment Agency trainees, co-op program candidates, and others as assigned. The duties include their supervision, performance evaluation, orientation of said new employees, and other related functions.
- Assists the Superior Court in securing funds and other resources necessary for the efficient and effective operation of the Family Court Division.
- Maintains a status calendar of all cases under the Family Court jurisdiction as specified under Public Law 9-51. Assists in the collection and compilation of statistical data affecting the Family Court Division, its cases and related projects.
- Participates in preparing and analyzing court policies, procedures and programs to ensure compliance with applicable statutes and submits recommendations for the purpose of improving court services to clients.
- Assists in the review of proposed legislation and court rules affecting the Family Court Division and prepares written summaries
- Prepares various types of administrative reports and correspondence on assignments/projects and program activities of the Family Court Division.
- Assists the Superior Court in preparing the annual operations and personnel budget of the Family Court Division.
- Represents the Family Court Division at community and civic organizations as directed.
- Performs other related duties as assigned.

**QUALIFICATIONS AND REQUIREMENTS:** The Family Court Manager should have a Bachelors of Science or Bachelors of Arts Degree or equivalent from an accredited institution, plus a minimum of three (3) years of professional and managerial experience involving the implementation, coordination, and supervision of program activities with demonstrated professionalism maintaining confidential records and statistics.

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.<sup>1</sup>

**COMPENSATION AND TENURE:** This position is appointed by and serves at the pleasure of the Presiding Judge. The salary range will be \$52,500 – \$57,750 annually.

**INTERESTED PERSONS 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 on Kotten Tinian and Centron Hustisia in Rota during normal business hours except on weekends and holidays. Completed applications, cover letter, and three references 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@NMJudiciary.gov](mailto:hr.judiciary@NMJudiciary.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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<sup>1</sup> 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.