



## 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](http://www.NMIjudiciary.gov)

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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:

**LAW CLERK**  
for  
**ASSOCIATE JUDGE**  
Announcement # JVA24-006

**DUTIES:** The successful candidate will work under the general supervision of Associate Judge in the Superior Court on Saipan which involves the performance of professional legal research and other related administrative work in the preparation of memoranda, opinions, or orders. The duties of this position include, but are not limited to the following:

- Reviews, studies, searches, and annotates laws, court decisions, documents, opinions, briefs and related legal authorities;
- Researches the law for oral motions made during trials;
- Prepares briefs, legal memoranda, statement of issues involved, opinions and judgment for review by the judge, including appropriate suggestions or recommendations to the judge;
- Prepares jury instructions;
- Compiles references on laws and decisions necessary for legal determinations;
- Confers with the judge concerning legal questions, construction of documents and granting of orders;
- Attends court proceedings to hear oral arguments and record necessary case information;
- Assists in community outreach programs, such as mock trial, as directed by the Judge or his or her designee; and
- Completes other duties assigned by the judge.

**QUALIFICATIONS AND REQUIREMENTS:** The Law Clerk must have a law degree from an ABA-approved law school and be able to work both independently as well as with others. Strong legal research and writing skills are essential.

Keen legal analysis skills; strong writing skills with an excellent grasp of grammar and punctuation; proficient in operating a personal computer and working with MS Word and Adobe Acrobat; and impeccable organizational skills. Must have the ability to maintain and control sensitive and confidential information, maintain records professionally, and uphold office policies.

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 or his designee. The salary will be \$60,000 per annum.

**INTERESTED PERSONS** Application forms are available at the Human Resources Office at the Guma' Hustisia, Iimwal Aweewe, House of Justice in Susupe, Saipan, 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; resume; two legal writing samples (non-collaborative); one or two Letter(s) of Recommendation; and three references shall 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  
[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.nmjudiciary.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.