



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

Announcement # JVA26-028

Drug Court
SAIPAN

DUTIES: This position is under the general supervision of the Presiding Judge and the direct supervision of the Clerk of Court or his/her designee. The employee in this class performs work with wide latitude for the exercise of independent judgment and action in accordance with established policies, practices, and court procedures. The following are required duties:

- Receive, review and record documents filed for hearing;
- Review documents presented by litigants 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;
- Maintain the list of court-appointed attorneys and ensure their rotation for indigent criminals, juveniles and 8 CMC #1719 cases;
- Update and maintain case dockets, judgment books and case files;
- Assist with the certification of records in cases appealed to the CNMI Supreme Court;

- Serve as a courtroom clerk for the judges, 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;
- Assist with the training and supervision of assigned deputy clerks and section staff; the training includes but is not limited to courtroom procedures, custodianship of records, certification of records, administering of oaths, administering jury panels, and other clerkship duties for all trial court proceeding,
- Perform other related duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

The Deputy Clerk II 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 serves under the general supervision of the Presiding Judge. The salary range will be \$33,000.00 to 35,500.00 annually.

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 at Kotten Tinian in 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
hr.judiciary@NMJudiciary.gov

This internal job announcement will remain open until the position is filled. The announcement and a printable copy of the Judiciary Employment Application may be accessed and 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.

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.