



## 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:

#### EXECUTIVE ASSISTANT

for

Law Revision Commission  
Announcement # JVA25-029

**DUTIES:** The successful candidate will work under the direct supervision of the Executive Director of the Law Revision Commission. The incumbent is expected to perform the following duties and has the listed responsibilities:

- Performs and maintain all accounting records regarding expenditures, purchase requisition, travel, sales, product inventory, credit card, cashier, timekeeper, and timekeeping all in and not limited in MUNIS accounting system.
- Oversees the receipt of inquiries and facilitates a rapid response system for matters involving procurement of services, goods, property, and related assets.
- Develops, manage plans, implements, and maintains procurement and asset management strategies.
- Must have a grasp of understanding of CNMI Judiciary Travel Policies, Personnel Rules and Regulations and Procurement Rules.
- Creates and maintains various ledgers, spreadsheets, record compilations, and reports related to expenditures, sales, and fund balances.
- Participates in the collection and compilation of fiscal data and assists in maintaining budgetary accounts and financial records for the office.
- Coordinate and prepare all administrative matters for Commission Meetings.
- Coordinates and assists the Executive Director with outreach, projects, and daily operations.
- Manage calendars, schedule meetings, and coordinate appointments.
- Maintain accurate filing systems (digital and physical), records, and databases.
- Adheres to and complies with all promulgated policies, standards, and codes of ethical conduct.
- Assists with the compilation, formatting, and printing of electronic files of statutes, judicial decisions, and regulations for publication in print and electronic media by providing administrative support.
- Assist the Executive Director and office to respond to orders of Commission publications at the office and by packaging, mailing, and delivering publications to subscribers,

maintaining up-to-date subscribers' list, keeping inventory of office equipment, and maintaining documents re: publications sold.

- Assist in contacting purchasers and potential purchasers regarding LRC products and services.
- Scans, cleans, and converts documents to create searchable PDF files.
- Prepares monthly and annual sales reports and transmits cash and check sales to the Judiciary Cashier, enters credit card sales and other transactions into MUNIS accounting system; prepares and enter timesheets in MUNIS system.
- Drafts correspondence and other documents when requested.
- Opens office at 8 a.m. daily, closes office for lunch from 12:00 p.m., opens office at 1:00 p.m. after lunch, and closes office at 5:00 p.m.; time and attendance are critical.
- Maintains office in an organized and presentable manner.
- Assists the IT Specialist/Office Manager with website and office maintenance, as necessary.
- Serves as a back up to upload crucial documents on the website and maintains social media accounts.
- Performs other related duties as assigned.

## **QUALIFICATIONS AND REQUIREMENTS:**

The Executive Assistant must satisfy the following:

- Must have a high school diploma or equivalent; AND
- Must have at least an associate degree, or at least 2 years of experience in business administration, and/or accounting;
- Direct experience in MUNIS system is preferred.

The Executive Assistant should possess strong accounting skills with excellent grasp of Microsoft Office (outlook, excel, power point, word), 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. 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.<sup>1</sup>

**COMPENSATION AND TENURE:** This position is appointed by and serves at the pleasure of the Chief Justice. The salary will be \$30,000 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  
Fax. (670) 236-9702  
[hr.judiciary@nmijudiciary.gov](mailto: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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<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.