

EMPLOYMENT OPPORTUNITY

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

COMPLIANCE OFFICER

Announcements # JVA26-031

Drug Court

SAIPAN

DUTIES: The successful candidate will work under the supervision of the Drug Court Manager in the Drug Court Division on Saipan which is responsible to monitor and supervise participants of the CNMI Drug Court by: (1) ensuring public safety; (2) deterring non-compliant behavior; (3) providing accountability in treatment programs; (4) supporting participants' progress; (5) detecting and providing early intervention; and (6) extending the treatment into the law enforcement community. The Compliance Officer will work directly with individuals who have substance abuse addictions and will report to the Community Supervision Officer as the direct supervisor, Drug Court Manager, and court regarding participant compliance in the program, including but not limited to the following:

- Assists the Drug Court Manager in monitoring participants;
- Performs all assigned duties relating to cases scheduled for Drug Court hearings;
- Gathers and evaluates data pertinent to individual drug court cases from resource areas including, as necessary, participants' home, school, church, social agencies, neighborhood contacts, etc;
- Contacts public and private community resources to secure services for participants. Maintains continuing and ongoing relationships with the agencies as necessary;
- Coordinates enforcement of Drug Court orders, including curfews and home detention with law enforcement officers designated to Drug Court;
- Maintains contact with local law enforcement agencies, Drug Court Judge, Office of the Public Defender, Office of the Attorney General, employers, local social service agencies, schools, and others;
- Coordinates investigations in preparation of court-ordered reports, staffing, and hearings.
- Maintains case records and statistical data for evaluation purposes and for submission to the Drug Court Manager;
- Attends and participates in Drug Court staffings and hearings;
- Attends public relations activities such as community group meetings, conferences, panel discussions, and other related forums;
- Follows policies for monitoring court-ordered payments, such as restitution, fines, and child support payments;
- Works closely with Drug Court caseworkers to support case management, coordination of services, and monitoring;
- Conducts gender-specific drug testing in accordance with the CNMI Drug Court protocols;
- Possess skills necessary for the use of and care of firearms, and performs and enforces the CNMI Weapons Control Act and Federal Firearms Regulations. Applicant is required to pass either a CNMI Law Enforcement or Federal Firearms Certification course and meet the criteria for annual

firearms qualification to carry firearms under the Marshals Service Division Firearms Standard Operating Procedures;

- Exercises good judgment in stressful situations
- Proficient with Microsoft Word and Excel and knowledgeable about the use of data systems.
- Complies with applicable local and federal laws, including the Special Act for Firearms Enforcement (SAFE), and court rules and policies; and
- Performs other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS: Candidate must have a valid driver's license and a high school diploma or equivalent. Must also satisfy one of the following: (1) associate's degree from a nationally accredited college or university in Criminal Justice or related field, plus at least two years experience as a law enforcement officer; OR (2) four years experience as a law enforcement officer.

Military experience may be considered; successful candidates with only military background must complete additional law enforcement training during the probationary period.

Successful candidates must complete and pass law enforcement training, including firearms qualification, during the probationary period.

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Must have the ability to maintain and control sensitive and confidential information, maintain professional records, and uphold office policies.

Report writing skills and case management experience would be preferred. Criminal background check will be conducted. Applicants with criminal records will not be considered.

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.

COMPENSATION AND TENURE: This position is appointed by and serves at the pleasure of the Presiding Judge. The salary range will be \$28,000 - \$30,000 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 on 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
hr.judiciary@NMIjudiciary.com

This job announcement will remain open until filled and can be seen with a printable copy of the application and may be 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.