

EMPLOYMENT OPPORTUNITY

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

LIMITED ENGLISH PROFICIENCY (LEP) COORDINATOR

Announcement # JVA26-022

SAIPAN

DUTIES: This position is under the general supervision of the Chief Justice or designee and the direct supervision of the Language Access Policy and Plan Coordinator or his/her designee. The employee in this class performs work in accordance with established policies, practices, and court procedures. The following are required duties:

- Assist the LAPP Coordinator in the day-to-day implementation of the Language Access Policy and Planning;
- Assist in drafting policies, procedures, and reports;
- Provide forms to interested interpreters including registration and related forms;
- Conduct background checks, obtain copies of identifications documents, and confirm work status;
- Contact court interpreters upon request;
- Coordinate interpretation and translation services for all cases and service request, as needed;
- Coordinate authorized access to court records, files and other supporting documents necessary to complete timely interpreter or translation services;
- Retain and update records of court interpreter registry program (CIRP) and a list of on-call interpreters;
- Track numbers of interpreters and source language provided by court LAPP;
- Provide monthly, quarterly and annual reports on statistics to LAPP Coordinator;
- Prepare and fill out intake sheets for requests for interpreters and translators;
- Assist in submitting, reviewing, and completing of billings and services related to LAPP;
- Track and report on payment status of interpreters and related service providers;
- Provide routine verification of interpreter contact, billings, and source language;
- Assist with orientation and training of court policy on language access and procedures;
- Draft forms for processes, review and implementation of program objectives;
- Assist with internal and external agency coordination of CIRP and related registries;
- Research industry standards for court interpreter services, equipment, and related information;
- Assist with quality assurance audits and recommend changes for service enhancements;
- Maintain and update source language resources;
- Certify and attest to the accuracy of CIRP files and records;
- Process and maintain LEP billing, reports and administrative records on MUNIS and other designated platforms;
- Performs other related duties as assigned.

QUALIFICATIONS AND REQUIREMENTS: Candidate should have:

- 1) a high school diploma or equivalent;
 - 2) an Associate of Arts/Science degree; AND
 - 3) a minimum of three (3) years work experience in clerical, administrative, legal, or related field.
- OR
- 1) a high school diploma or equivalent; AND
 - 2) any combination that equals five (5) years of higher education and/or work experience in clerical, administrative, legal, or related field.

Experience in the legal field is preferred and is a priority factor.

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. Must have a valid CNMI driver's license and be operate to operate a court vehicle.

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 Chief Justice. The salary range will be \$30,000.00 to \$32,000.00 annually.

INTERESTED PERSONS: Application forms are available at the Judiciary Administrative Office at the Guma Hustisia/Iimwal 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:

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.

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

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.