



EMPLOYMENT OPPORTUNITY

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

**CLERK OF THE
SUPERIOR COURT
SAIPAN**

Announcement # JVA 26-027

DUTIES: The successful candidate will work under the direct supervision of the Presiding Judge of the Commonwealth Superior Court. The Incumbent is expected to perform duties and responsibilities at the Commonwealth Superior Court as delineated below:

- Supervise the filing, indexing, docketing, and maintenance of all case records;
- Checks documents and papers presented for Court approval or signature for accuracy, proper form and conformance with Court rules and decisions;
- Prepares the record for issuance of bench warrants, subpoenas, summons and other related court orders;
- Assessed fines, receives and accounts for monies, issues receipts, prepares deposit slips and provides disbursement when ordered or directed;
- Issues court documents including but not limited to penal summons, witness summons, notice of hearings, default judgments, etc.;
- Receives, reviews, and records documents filed for legal hearings;
- Receives, marks and assumes charge of evidence introduced in connection with court proceeding and receives and mark exhibits introduced as evidence;
- Issues correspondence and other legal documents pertaining to assigned cases;
- Controls calendar and docket handling within the division;
- Supervises the intake, retrieval and storage methods of court records and enforce procedures regarding record custodianship issues;
- Supervises the preparation and transmission of records on appeal to the CNMI Supreme Court;
- Attends court sessions, administers oaths, and records court proceedings, such as arraignments, motion hearings, or trial sessions;
- Trains and supervises all assigned deputy clerks and division staff (the training will include but will not be limited to: courtroom procedures, custodianship of records, certification of criminal history, and other Superior Court clerkship duties for Saipan, Tinian and Rota);
- Makes personnel appraisals and evaluations; and
- Performs other related duties as assigned.

QUALIFICATIONS AND REQUIREMENTS: The Clerk of Court possesses any combination equivalent to graduation from an accredited college or university with a bachelor's degree in business administration and related field, plus six (6) years of related experience. Have knowledge of the functions and organization of the NMI courts, basic legal terminology, court rules of procedure, forms, and practices, and have the ability to convey this knowledge to the public. Have the ability to read and understand legal

documents and ascertain defects in form and content accuracy. Have the ability to train, supervise and coordinate the activities of subordinated staff. Have the ability to write and use correct English spelling, punctuation and grammar, and have comprehensive and demonstrable computer skills.

The Candidate must provide current police and traffic clearances and proof of eligibility to work in the CNMI. Must have a valid drivers' license. Applicants given a conditional offer of employment must 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 at foreign colleges or universities may be used to meet job qualification requirements if the applicant can demonstrate that the foreign education is comparable to education received at accredited educational institutions in the United States. It is the applicant's responsibility 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 the interpretation of foreign educational credentials.¹

COMPENSATION AND TENURE: This position is appointed by, and serves at the pleasure of, the Presiding Judge or his designee. The salary will be **\$57,750 per year**.

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 Tinian at Kotten Tinian and on Rota at the Rota Centron Hustisia 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.gov

This internal 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.

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.