The JUDICIARY
NORTHERN MARIANA ISLANDS
HUMAN RESOURCES OFFICE
P.O. Box 502165 · Saipan, MP 96950
Guma' Hustisia · Susupe
Tel: (670) 236-9818• Fax: (670) 236-9702

EMPLOYMENT OPPORTUNITY

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

DEPUTY CLERK I
Announcement # JVA26-039
Office of the Clerk of Court
Superior 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 performs work in accordance with established policies, practices, and court procedures. The following are required duties:

- Receives, reviews, and records documents filed for hearings;
- Provides data entry of pleadings onto the court's case management system;
- Sets court calendar of the judge to whom assigned, and maintains update of same through the court's case management system;
- Provides daily updates of pleadings and other caseload information for the assigned judge through the court's automated processes, including, but not limited to, the document imaging and online filing system;
- Inspects physical and electronic documents submitted to court, including looking for accuracy, proper form, and conformance with court order or court rules;
- Assesses fines, receives and accounts for monies, issues receipts, prepares deposit slips and provides disbursements per court order or requests from customer service window;
- Drafts orders and other court forms;
- Prepares and maintains physical and electronic file folders for court cases, including tracking of all pleadings associated with individual cases files;
- Serves as a courtroom clerk when court hearings are in session, including, but not limited to, swearing in of witnesses, logging of all admitted exhibits, tracking all phases of a hearing on an index sheet for the recording counter, operating the electronic recording equipment, and providing continuous monitoring of the recording equipment to ensure the integrity of the record; and,
- Performs other related duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

Must have a high school diploma or equivalent;

Must have a minimum of three (3) years related work experience. A strong preference for those with work experience in the legal field is preferred.

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 is an ungraded position appointed and serves at the pleasure of the Presiding Judge. The salary range will be $30,000.00 - $32,500.00 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 at the 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/Iimwal Aweewe/House of Justice
P.O. Box 502165
Saipan, MP 96950
Tel. (670) 236-9818
Cell. (670) 783-8592
hr.judiciary@NMIjudiciary.gov

This job announcement will remain open until filled, 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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[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.