



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

EMPLOYMENT OPPORTUNITY

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

LAW CLERK
for
ASSOCIATE JUDGE JOEY P. SAN NICOLAS
Announcement # JVA26-034

DUTIES: The successful candidate will work under the supervision of Associate Judge Joey P. San Nicolas in the Superior Court on Saipan, CNMI. The candidates will perform professional legal research and related administrative work in the preparation of memoranda, opinions, and orders. The duties of this position include, but are not limited to, the following:

- Reviews, studies, and researches laws, court decisions, documents, opinions, briefs, and related legal authorities;
- Researches law for oral motions made during trials;
- Prepares legal memoranda, orders, and judgments for review by the Judge, including appropriate suggestions or recommendations;
- Prepares jury instructions;
- Compiles references on laws and decisions necessary for legal determinations;
- Confers with the Judge on legal questions, construction of documents, and granting of orders;
- Attends court proceedings to hear oral arguments and record necessary case information;
- Participates in various Judiciary Committees as directed by the Judge;
- Assists with specialty court programs to which the Judge is assigned (Associate Judge Joey P. San Nicolas is currently designated as the alternate judge for criminal cases designated to Mental Health Court); and
- Completes other duties assigned by the Judge.

QUALIFICATIONS AND REQUIREMENTS: The Law Clerk must have a law degree from an ABA-approved law school. They will work independently and in collaboration with other Judiciary employees. Strong legal research and writing skills are essential. Prior experience at a law firm, a judiciary, or with treatment courts is advantageous.

The position requires keen legal analysis, strong writing skills, an excellent grasp of grammar and punctuation, impeccable organizational skills, and proficiency with software such as Microsoft Word and Lexis. The Law Clerk must maintain and control sensitive and confidential information, professionally maintain records, and uphold office policies.

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.)

COMPENSATION AND TENURE: Candidates should be available to start on September 07, 2026. This position is appointed by, and serves at the pleasure of, the Presiding Judge or his designee. The salary will be \$60,000 per annum. **Contract term will be for one (1) year.**

INTERESTED PERSONS: Application forms are available at the Human Resources Office at the Guma' Hustisia, Imwal Aweewe, House of Justice in Susupe, Saipan, or at the Superior Court offices on Tinian at Kotten Tinian and Centron Hustisia on Rota during normal business hours except on weekends and holidays.

Completed applications include: resume, cover letter, transcript, two legal writing samples (non-collaborative), one or two letter(s) of recommendation, and three references. Submit completed applications 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@NMJudiciary.gov

This job announcement will remain open until filled and can be seen and downloaded at <http://www.nmjudiciary.gov>

The Judiciary reserves the right to rescind or cancel this Job Vacancy Announcement at any time without notice.

THE CNMI JUDICIARY IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.