

VACANCY ANNOUNCEMENT NO. 09-02
United States District Court for the Northern Mariana Islands

CLERK OF COURT / PART-TIME MAGISTRATE JUDGE

Location: Garapan, Saipan MP **FULL-TIME, 4-Year Term**
Compensated at Judicial Salary Plan JSP-16

OPENING: October 20, 2009 CLOSING DATE: November 20, 2009 at 3:30pm
Position becomes available January 1, 2010.

Position Overview:

This position is located at the U.S. District Court, in Saipan, Northern Mariana Islands. This is a position with combined duties. As Clerk of Court, this position is responsible for managing court administrative functions, under direction of the Chief Judge. As Part-Time Magistrate Judge, duties may include: (1) providing coverage in the absence of the District Judge; (2) conducting preliminary proceedings in criminal cases; (3) conducting various pretrial matters and evidentiary proceedings on delegation from the District Judge; and (4) trying and disposing of civil cases upon consent of the litigants. Complete information may be picked up from the Clerk's Office of the U.S. District Court, or by electronic download from <http://www.nmid.uscourts.gov>

Minimum Qualifications:

Candidates must meet the qualifications for both Clerk of Court and Part-Time Magistrate Judge. Requires 5 years Bar Membership, 10 years progressively responsible administrative experience, including 5 years active law practice, and other qualifications. Complete list of qualifications may be picked up from the Clerk's Office of the U.S. District Court, or by electronic download from <http://www.nmid.uscourts.gov>

Citizenship Requirement:

Applicants are required to be United States citizens or otherwise eligible to work in the U.S.

Application Procedure:

Each applicant is required to submit Cover Letter plus an "Application for United States Magistrate Judge". Applicants will be reviewed by a Merit Selection Panel. Copies of the application form may be picked-up at the Clerk's Office of the U.S. District Court, or by electronic download from <http://www.nmid.uscourts.gov> All applications must be received by November 20, 2009 at 3:30pm. Submit cover letter, application original, plus 5 copies to:

Honorable Alex R. Munson, Chief Judge
United States District Court
for the Northern Mariana Islands
123 Kopa di Oru Street
P.O. Box 500687
Saipan, MP 96950

The United States District Court is an Equal Opportunity Employer