



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:

SPECIAL ASSISTANT
to the
PRESIDING JUDGE

Announcement # JVA 26-008

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

- Prepares for and assists with internal or external audits of Superior Court operations, including internal investigations and disciplinary matters;
- Prepares briefs, legal memoranda, statement of issues involved, opinions and judgments for review by the Judge, including appropriate suggestions or recommendations to the Judge;
- Conducts periodic meetings with Division Chiefs and Judges' Secretaries and reports findings to the Presiding Judge;
- Represents the Presiding Judge in meetings, conferences, and other Government functions as assigned by the Presiding Judge and/or when the Presiding Judge is unavailable;
- Formulates and implements in-service training in coordination with Superior Court managers and their support staff;
- Assists the Presiding Judge in the preparation of the annual budget and operational reports of the Superior Court;
- Assist in community outreach programs, such as mock trial, as directed by the Presiding Judge, Judges or his or her designee;
- Formulates, recommends and implements programs, policies and procedures involving the activities and functions of the Superior Court;
- Tracks caseload activity, reviews enhancements to trial court practices, and works with section managers to reach set goals;
- Reviews, studies, searches, and annotates laws, court decisions, documents, opinions, briefs and related legal authorities; and
- Completes other duties assigned by the Presiding Judge.

QUALIFICATIONS AND REQUIREMENTS: The Special Assistant to the Presiding Judge ("SAPJ") must have a law degree from an ABA-approved law school. The SAPJ will work independently and collaboratively with other Judiciary employees. Strong legal research and writing skills are essential. Prior experience at a law firm, judiciary, or with treatment courts is advantageous. Previous managerial or administrative assistant experience is also a plus.

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 Special Assistant 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: This position is appointed by, and serves at the pleasure of, the Presiding Judge or his designee. The salary will be **\$75,000 per year**. The **contract term will be for one year**, with the possibility of a one-year extension if both the Presiding Judge and Special Assistant wish to extend.

INTERESTED PERSONS: Application forms are available at the Human Resources Office at the Guma' Hustisia, Iimwal 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, law school transcript, one legal writing sample (non-collaborative, less than 10 pages), two letters of recommendation, and three references. Submit completed applications 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@NMJudiciary.gov

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