



Commonwealth of the Northern Mariana Islands



Judiciary Administrative Office

Guma' Hustisia · Iimwal Aweewe · House of Justice
P.O. Box 502165 · Saipan MP 96950
T: (670) 236-9715 · F: (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 MARSHAL I
Announcement # JVA17-004
On the island of SAIPAN

DUTIES: The successful candidate will work under the general supervision of the Director of Law Enforcement and Security in the Marshal Service Division on Saipan which involves the enforcement and execution of judicial orders and assigned law enforcement duties. The duties of this position include, but are not limited to the following:

- Performs enforcement and execution of court orders and service documents such as jury summons;
- Performs court security duties required for judicial proceedings, protection of justices, judges, court staff, clients, jurors, witnesses, and judicial facilities; assists in the operation of the court's security control monitoring systems;
- Conducts inspection and screening of all persons entering the courthouse and prohibits the entrance onto the court's premises of any items that are restricted or prohibited; provides the public with direction and information on all public services locations within the courthouse;
- Prepares written reports of service and non-service documents, incidents, and other reports as required;
- Performs prisoner handling while awaiting court hearings; escorts prisoners to courtrooms and to holding cells as directed;
- Has knowledge of and follows courtroom directives;
- Completes annually all required training including firearms; complies to all procedures relative to the proper use, maintenance, and security of government issued firearms; and
- Performs other duties on the courthouse premises as assigned.

QUALIFICATIONS AND REQUIREMENTS: Candidate must have a high school diploma or equivalent, a minimum of two (2) years experience in law enforcement and/or one year college level education in criminal justice or related field of study. Successful candidate must provide current police and traffic clearances and proof of eligibility to work in the CNMI. 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.

COMPENSATION AND TENURE: This is an ungraded position appointed and served at the pleasure of the Chief Justice. The salary range will be \$16,652 - \$20,000 annually.

INTERESTED PERSONS may obtain application forms at the OPM offices in the CNMI, at the Judiciary Administrative Office at the Guma Hustisia/Imwal Aweewe/House of Justice in Susupe, or at the Superior Court offices on Tinian and Rota. Completed applications, cover letter, and three references should be submitted to:

Human Resources
Guma Hustisia/Imwal Aweewe/House of Justice
P.O. Box 502165
Saipan, MP 96950
Tel. (670)236-9818
Fax. (670) 236-9702
michelle.guerrero@justice.gov.mp

This job announcement will remain open until filled. Also, this job announcement can be seen and a printable copy of the application downloaded at <http://www.justice.gov.mp>.

THE CNMI JUDICIARY IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.