



THE JUDICIARY - COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

**Commonwealth Judiciary Administrative Office**

Guma' Hustisia, IimwalAweewe, House of Justice • Susupe • P.O. Box 502165 • Saipan, MP 96950  
Telephone: (670) 236-9700/9800 • Facsimile: (670) 236-9702 • Website: [www.justice.gov.mp](http://www.justice.gov.mp)

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## EMPLOYMENT OPPORTUNITY

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

### COMPLIANCE OFFICER

Announcement # JVA18-30

**DUTIES:** The successful candidate will monitor and supervise participants of the CNMI Drug Court by: (1) ensuring public safety; (2) deterring non-compliant behavior; (3) providing accountability in treatment programs; (4) supporting participants' progress; (5) detecting and providing early intervention; and (6) extending the treatment into the law enforcement community. The Compliance Officer will work directly with individuals who have substance abuse addictions and will report to the Community Supervision Officer as the direct supervisor, Drug Court Manager, and court regarding participant compliance in the program. The duties of this position include, but are not limited to the following:

- Provides assistance to the Drug Court Manager in monitoring participants;
- Performs all assigned duties relating to cases scheduled for Drug Court hearings;
- Gathers and evaluates data pertinent to individual drug court cases from resource areas including, as necessary, participants' home, school, church, social agencies, neighborhood contacts, etc;
- Contacts public and private community resources to secure services for participants. Maintains continuing and ongoing relationships with the agencies as necessary;
- Coordinates enforcement of Drug Court orders, including curfews and home detention with law enforcement officers designated to Drug Court;
- Maintains contact with local law enforcement agencies, Drug Court Judge, Office of the Public Defender, Office of the Attorney General, employers, local social service agencies, schools, and others;
- Coordinates investigations in preparation of court-ordered reports staffing and hearings.
- Maintains case records and statistical data for evaluation purposes and for submission to the Drug Court Manager;
- Attends and participates in Drug Court staffings and hearings;
- Attends public relations activities such as community group meetings, conferences, panel discussions, and other related forums;
- Follows policies for monitoring court-ordered payments, such as restitution, fines, and child support payments;
- Works closely with Drug Court caseworkers to support case management, coordination of services, and monitoring;
- Conducts gender-specific drug testing in accordance with the CNMI Drug Court protocols;
- Exercises good judgment in stressful situations
- Proficient with Microsoft Word and Excel and knowledgeable about the use of data systems.
- Complies with applicable local and federal laws, including the Special Act for Firearms Enforcement (SAFE), and court rules and policies; and
- Performs other duties as assigned.

**QUALIFICATIONS AND REQUIREMENTS:** Candidate must have a valid driver's license and a high school diploma or equivalent. Must also satisfy one of the following: (1) associate's degree from a nationally accredited college or university in Criminal Justice or related field, plus at least two years experience as a law enforcement officer; OR (2) four years experience as a law enforcement officer. Military experience may be considered; successful candidates with only military background must complete additional law enforcement training during the probationary period.

Report writing skills and case management experience would be preferred. Criminal background check will be conducted. Applicants with criminal records will not be considered.

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.

**COMPENSATION AND TENURE:** This position is appointed by and serves at the pleasure of the Presiding Judge. The salary range will be \$25,000 - \$28,000 annually.

**INTERESTED PERSONS** may obtain application forms 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](mailto: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.**