



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

EMPLOYMENT OPPORTUNITY

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

COMMUNITY SUPERVISION OFFICER

Announcement # JVA18-31

DUTIES: The successful candidate will actively monitor Drug Court participants outside of the Drug Court setting by conducting home and job visits. All client contact and visitations are documented to help encourage positive participant behavior. The Community Supervision Officer will work under the Drug Court Manager to monitor and supervise participants 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 (7) extending the treatment into the law enforcement community.

The duties of this position include, but are not limited to the following:

- Ensures random drug testing and community supervision practices are in accordance with Drug Court policies and procedures;
- Performs all assigned duties relating to cases scheduled for drug court hearings;
- Coordinates criminal background checks for drug court participants;
- Gathers and evaluates data pertinent to individual cases from resource areas like the participants' home, school, church, social agencies, neighborhood contacts, etc.
- Documents facts with respect to the drug court participants' activities, behavior, and quality of adjustment while on supervision;
- Reports investigative findings and prepares recommendations for the proper case disposition;
- Appears in drug court hearings with the ability to provide testimony on drug court cases;
- Provides periodic interviews of participants to determine effectiveness of Drug Court mandates, supervision, counseling, etc.
- Maintains ongoing relationship with participants throughout the duration of the program;
- Follows policies for monitoring court-ordered payments, such as restitution, fines, and child support payments;
- Plans office activities, conferences and field visits in connection with investigation and supervision functions;
- Maintains accurate, neat, legible and up to date case records in the prescribed form;
- Attends public relations activities such as community group meetings, conference, panel discussions, and other related forums;
- Responsible for and conducts gender-specific, observed drug testing in accordance with CNMI Drug Court protocols;
- Assesses and reviews supervision and drug testing protocols and terms and conditions of supervision regularly to ensure they are still effective for the target populations;
- 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) bachelor's degree from a nationally accredited college or university in Criminal Justice or a related field, plus at least six months experience as a law enforcement officer; or (2) six 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.

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.

Applicants must be proficient with Microsoft Word and Excel.

COMPENSATION AND TENURE: This position is appointed by and serves at the pleasure of the Presiding Judge. The salary range will be \$28,000 - \$30,000 per annum.

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

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.