



COMMONWEALTH JUDICIARY ADMINISTRATIVE OFFICE

Guma' Hustisia / Iimwal Aweewe / House of Justice
P.O. Box 502165 • Saipan, MP 96950
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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:

PROBATION OFFICE CLERK

Announcement # JVA19-008

SAIPAN

DUTIES: This position works under the direct supervision of the Chief Probation Officer and/or his/her designee, providing office assistance at the reception desk in accordance with office policies and procedures, and providing administrative support to probation officers in a wide range of areas. The incumbent is expected to conduct and perform the following administrative and operational clerical duties and responsibilities requirements under the probation administration and operation assignment unit(s):

- Answers and screens telephone calls and visitors; answers routine questions and directs visitors and callers to the appropriate person or department;
- Informs offenders reporting for supervision or investigation on procedures for completing appropriate forms and authorizations;
- Prepares casework for statistical records; conducts criminal record checks through local or national law enforcement files; and records chronological entries;
- Assists the Chief or the unit supervisor in gathering and compiling the defendant's personal and/or professional background information history and other data pertinent to individual cases, including but not limited to, the defendants' home, school, church, social agencies, neighborhood contacts, and etc.;
- Assists the probation officers with their hearing schedules and other needed tasks;
- Sets up meeting(s) for the Chief, supervisors, and case managers with probationers, crime victims, law enforcement community agencies, other collaborating agencies, and/or persons of interest;
- Communicates with the public at large, person of interest(s), and private collaborating community agencies to secure their assistance in probationers' critical needs; to raise public awareness; to conduct outreach for specific needs or to provide or obtain information and training;
- Documents factual information chronologically and may testify in Court with respect to the probationers' acquired activities, referrals, and the office protocols;
- Assists in carrying out the office's policies and procedures;

- Assists the Chief and his/her designee supervisor(s) with periodic updates on needed probation forms and, policies and procedures for operational effectiveness;
- Assist the probation officers with periodic contacts made with collateral sources for information to evaluate or verify probationers' current adjustment;
- Maintains ongoing relationship with the Chief, designee, supervisors, and probation officers in all units;
- Assists with the enforcement of Court orders involving probation cases by making proper referrals to the probation officer case assignment;
- Assists the Chief, his/her designee and/or probation officer in planning office activities, conferences and field visits in connection with investigation, assessment, and supervision functions;
- Maintains accurate, neat, legible, and up-to-date case records in the prescribed form;
- Adheres to all protocols; and
- Performs other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS: Must have a high school diploma or an equivalent degree. She or he must have at least one (1) year work experience in clerical/administrative. The position requires occasional travel within the Commonwealth. This career ladder position is an upward position to Assistant Probation Officer.

Must have the ability to maintain and control sensitive and confidential information, maintain professional records, and uphold office policies. Must be proficient with Microsoft Word and Excel.

Candidate must provide current police and traffic clearances and proof of eligibility to work in the CNMI. Must have a valid driver's license and must be able to operate a court vehicle. Criminal background check will be conducted. Applicants with criminal records will not be considered. 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 serves at the pleasure of the Presiding Judge. The salary will be \$20,208.04 annually.

INTERESTED PERSONS may obtain application form at the Marianas Business Plaza, Suite 212 on the second floor or Window #3 at the front of the Guma Hustisia/Imwal Aweewe/House of Justice in Susupe, or at the Superior Court offices on Kotten Tinian and Centron Hustisia in 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 / 783-8592
Fax. (670) 236-9702
hr.judiciary@justice.gov.mp

This job announcement will remain open until filled and 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.