



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:

LIMITED ENGLISH PROFICIENCY (LEP) COORDINATOR

Announcement # JVA19-020
SAIPAN

DUTIES: This position is under the general supervision of the Chief Justice or designee and the direct supervision of the Language Access Policy and Plan Coordinator or his/her designee. The employee in this class performs work in accordance with established policies, practices, and court procedures. The following are required duties:

- Assist the LAPP Coordinator in the day-to-day implementation of the Language Access Policy and Planning;
- Assist in drafting policies, procedures, and reports;
- Provide forms to interested interpreters including registration and related forms;
- Conduct background checks, obtain copies of identifications documents, and confirm work status;
- Contact court interpreters upon request;
- Coordinate interpretation and translation services for all cases and service request, as needed;
- Coordinate authorized access to court records, files and other supporting documents necessary to complete timely interpreter or translation services;
- Retain and update records of court interpreter registry program (CIRP) and a list of on-call interpreters;
- Track numbers of interpreters and source language provided by court LAPP;
- Provide quarterly reports on statistics to LAPP Coordinator;
- Prepare and fill out intake sheets for requests for interpreters and translators;
- Assist in submitting, reviewing, and completing of billings and services related to LAPP;
- Track and report on payment status of interpreters and related service providers;
- Provide routine verification of interpreter contact, billings, and source language;
- Assist with orientation and training of court policy on language access and procedures;
- Draft forms for processes, review and implementation of program objectives;
- Assist with internal and external agency coordination of CIRP and related registries;
- Research industry standards for court interpreter services, equipment, and related information;
- Assist with quality assurance audits and recommend changes for service enhancements;
- Maintain and update source language resources;
- Certify and attest to the accuracy of CIRP files and records; and
- Performs other related duties as assigned.

QUALIFICATIONS AND REQUIREMENTS: Candidate should have a high school diploma or equivalent, and, any equivalent combination of an Associate of Arts/Science degree plus a minimum of three (3) years work experience in clerical, administrative, legal, or related field. Experience in the legal field is preferred and is a priority factor. Successful candidate must provide current police and traffic clearances and proof of eligibility to work in the CNMI.

Must have the ability to maintain and control sensitive and confidential information, maintain records professionally, and uphold office policies. Must be proficient with the use of general office software including but not limited to Microsoft Word and Excel. Must have a valid CNMI driver's license and be operate to operate a court vehicle.

COMPENSATION AND TENURE: This is an ungraded position appointed and serves at the pleasure of the Chief Justice. The salary range will be \$23,000 – \$25,000 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.