



COMMONWEALTH JUDICIARY ADMINISTRATIVE OFFICE

Guma' Hustisia / Iimwal Aweewe / House of Justice
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:

FAMILY COURT PROJECT ASSISTANT

Announcement # JVA19-024

SAIPAN

DUTIES: This position is under the general supervision of the of the Presiding Judge of the Commonwealth Superior Court and direct supervision of the Family Court Manager or his/her designee. The duties of this position include, but are not limited to the following:

- Assist the Family Court Manager in the daily operations of the Family Court Division;
- Assist Pro Se Litigants coming to the Family Court Division for assistance;
- Assist in the mediation sessions, "Separating Parents" classes, and family court cases preparations;
- Assist in Home Study scheduling and planning;
- Represent the Family Court Division Manager in meetings with other agencies, both government and non-governmental organizations;
- Assist in the preparation of administrative reports to the Judicial Council, the Criminal Justice Planning Agency, the Presiding Judge and the Chief Justice;
- Assist Family Court staff in cases involving adoption, divorce, annulment, change of name, wardship, guardianship, family protection orders and child support;
- Assist the courtroom clerks with docketing and scheduling of hearings for Family Protection/Temporary Restraining Order cases;
- Track all Informa Pauperis applications;
- Track all Veterans that come through the Family Court Division;
- Collect and analyze Compact Impact data for submission to the Judicial Council;
- Input case information into Justware Case Management System and retrieve case information from the Lexis E-Filing system;
- Assist with the Juvenile Justice Council;
- Perform other related duties as assigned.

QUALIFICATIONS AND REQUIREMENTS: The Family Court Project Assistant must have a high school diploma or equivalent, plus two (2) years of experience in client services, data collection or similar field. Must have the ability to maintain and control sensitive and confidential information, maintain professional records, and uphold office policies. Successful 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.

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 Presiding Judge. The salary range will be \$20,485 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.