



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  
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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:

### **DEPUTY MARSHAL I – TINIAN**

Announcement # JVA19-023

On the island of TINIAN

**DUTIES:** The successful candidate will work under the Chief Justice and under the direct of the Chief Marshal in the Marshal Service Division on Saipan which involves the enforcement and execution of judicial orders and assigned law enforcement duties. The duties of this position include, but are not limited to the following:

- Perform general court security duties, including providing safety and security during judicial proceedings, maintaining order in the courtroom and during prisoner processing, providing protection from harm and personal injury to assigned justices, judges, court personnel, clients, jurors and witnesses;
- Provide protection from damage and vandalism to the court facilities, equipment, and other related resources;
- Assist with all necessary inspection and screening of persons and items entering the court facilities, restricting from entry those that are prohibited within the court premises;
- Provide physical and electronic security monitoring of all assigned areas under the control of the Marshals Service Division;
- Provide Protective Service Detail (PSD) personal security for all justices and judges on official business outside the court premises;
- Assist in transporting and escorting prisoners and other detainees who are awaiting court appearance. This includes transporting prisoners to and from the Department of Corrections (or from other locations as instructed) and the courthouse; to and from the courthouse holding cells and the courtrooms;
- Assist in protecting and transporting jurors and other court personnel during jury trial and deliberation;
- Assist with court bailiff functions, community policing, community supervision, compliance checks;
- Assist in the preparation of reports of service and no-service, including submission of daily activity and incident reports;
- Provide the general public with direction and general information on all judicial service locations with the courthouse;
- Provides assistance to superiors and other law enforcement personnel, particularly in operations, dispatching information;
- Prepares official reports with clarity and completeness on reports submitted to supervisors during the duty shift;
- Coordinates incoming requests for service at the Marshals Service Division and dispatch personnel in an efficient manner which will serve the public;

- Ensure proper handling and disposition of all in-custody prisoners/detainees; provide security, enforcement of established rules and regulations and others, which are provided herein. This critical task requires Deputies to escort prisoners/defendants to hearings as directed;
- Assists in all phases of law enforcement operations, including conducting investigations related criminal cases and or complaints of alleged violation of law, rules, and regulations filed with the Judiciary;
- Serves summons subpoenas and other official documents;
- Examines files and secures evidence and records as required;
- Serves warrants for arrests, searches, and seizures as necessary;
- Possess skills necessary for the use of and care of firearms, and performs and enforces the CNMI Weapons Control Act and Federal Firearms Regulations. Applicant is required to pass either a CNMI Law Enforcement or Federal Firearms Certification course and meet the criteria for annual firearms qualification to carry firearms under the Marshals Service Division Firearms Standard Operating Procedures;
- Must meet the physical fitness and agility requirements testing standards approved by the Chief Marshal or designee;
- Attends and successfully completes all training courses as directed by the Chief Marshal, including but not limited to, any law enforcement officers training courses offered through the Northern Marianas College, local law enforcement and Federal law enforcement agencies;
- Assists the other Deputy Marshals in their duties; and
- Perform other related duties as assigned.

**QUALIFICATIONS AND REQUIREMENTS:** Candidate must have a high school diploma or equivalent. Must also satisfy a minimum of two (2) years experience in law enforcement and/or one-year college level education in criminal justice or related field of study. Law Enforcement Academy Training Preferred, but not required.

Successful candidates must complete and pass law enforcement training, including firearms qualification, during the probationary period.

Military experience may be considered; successful candidates with only military background must complete additional law enforcement training during the probationary period.

Must have the ability to maintain and control sensitive and confidential information, maintain professional records, and uphold office policies.

Candidate must provide current police and traffic clearances and proof of eligibility to work in the CNMI. Must have a valid CNMI driver's license and 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 served at the pleasure of the Chief Justice. The salary will be \$20,000 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/limwal 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 / 234-6252/ 783-8592  
Fax. (670) 236-9702  
[hr.judiciary@justice.gov.mp](mailto: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.