



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:

SPECIAL ASSISTANT TO THE PRESIDING JUDGE

Announcement # JVA19-025

Superior Court
SAIPAN

DUTIES: This position will work under the general supervision of the Presiding Judge in the Superior Court on Saipan which involves the performance of professional legal research and other related administrative work in the preparation of memoranda, opinions, or orders. The duties of this position include, but are not limited to the following:

- Reviews, studies, searches, and annotates laws, court decisions, documents, opinions, briefs and related legal authorities;
- Formulates, recommends and implements programs, policies and procedures involving the activities and functions of the Superior Court;
- Assists in improving the trial by jury process which shall include, but not limited to, coordinating trial processes with the Clerk of Court;
- Tracks caseload activity, reviews enhancements to trial court practices, and works with section managers in reaching set goals;
- Researches the law for oral motions made during trials;
- Prepares briefs, legal memoranda, statement of issues involved, opinions and judgment for review by the judge, including appropriate suggestions or recommendations to the judge;
- Prepares jury instructions;
- Compiles references on laws and decisions necessary for legal determinations;
- Confers with the judge concerning legal questions, construction of documents and granting of orders;
- Formulates and implements in-service training in coordination with Superior Court managers and their support staff (the training being done either locally or off-island);
- Represents the Presiding Judge in meetings, conferences, and other Government functions as assigned by the Presiding Judge and/or when the Presiding Judge is unavailable;
- Assists in preparing brochures/manuals and publications regarding court services
- Conducts periodic meetings with Division Chiefs and Judges' Secretaries and reports of same to the Presiding Judge;
- Prepares for and assists with any internal or external audit of operations of the Superior Court;
- Assists the Presiding Judge in the preparation of the annual budget of the Superior Court and Justifications thereof;

- Assist the Presiding Judge in the preparation of the operational report to the Chief Justice at the end of each fiscal and/or calendar year;
- Promotes the understanding of the objectives and methods of the Superior Court policies and procedures;
- Attends court proceedings to hear oral arguments and record necessary case information;
- Assist in community outreach programs, such as mock trial, as directed by the Justice or his or her designee;
- Assists the Presiding Judge and Director of Courts in implementing Judiciary initiatives and goals as outlined in the Judiciary Strategic Plan.
- Completes other duties assigned by the Presiding Judge.

QUALIFICATIONS AND REQUIREMENTS: The Special Assistant to the Presiding Judge must have a law degree from an accredited ABA law school. Strong legal research and writing skills are essential. 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 professional records, and uphold office policies. Must be able to operate a personal computer, have a valid CNMI driver's license and be able 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 \$50,000 - \$52,500 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. A printable copy of the application may be downloaded at <http://www.justice.gov.mp>.

THE CNMI JUDICIARY IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.