



Commonwealth of the Northern Mariana Islands



Judiciary Administrative Office

Guma' Hustisia · Iimwal Aweewe · House of Justice

P.O. Box 502165 · Saipan MP 96950

T: (670) 236-9715 · F: (670) 236-9702

EMPLOYMENT OPPORTUNITY

The Commonwealth of the Northern Mariana Islands (CNMI) Judiciary is seeking a highly motivated individual for the position of:

RECORDS ASSISTANT

Announcement # JVA17-008

Office of the Clerk of Court

Superior Court

SAIPAN

DUTIES: This position is under the general supervision of the Presiding Judge and the direct supervision of the Clerk of Court or his/her designee. The employee performs work in accordance with established policies, practices, and court procedures. The following are required duties:

- Sort and arrange documents and files in appropriate file folders; handle reproduction of court documents and related forms; verify and issue criminal record clearances; verify and issue traffic record clearances; ensure file readiness for use in court hearings;
- Indexes records and information;
- May conduct limited research of records for information such as writs, court judgments or verification/location of other related records or information;
- Provides general reception of visitors and telephone clients by assisting them at the counter and, if necessary, routing them through proper personnel or procedures;
- Performs typing assignments as required;
- Inputs various data onto Justware case management database;
- Operates bar coding/file maintenance system;
- Assists with imaging of documents;
- Follows standard operating procedures for organization of case files and document tracking;
- May run errands for the office, including but not limited to, picking up and delivery of mail within and outside the courts; and
- Performs other related duties as assigned.

QUALIFICATIONS AND REQUIREMENTS: Must have a high school diploma or equivalent and should have a minimum of three (3) years experience in legal, law enforcement or court work. Successful candidate must provide current police and traffic clearances and proof of eligibility to work in the CNMI.

COMPENSATION AND TENURE: This is an ungraded position appointed and serves at the pleasure of the Presiding Judge. The salary range will be \$16,000 - \$18,000 annually.

INTERESTED PERSONS may obtain application forms at OPM offices in the CNMI, the Judiciary Administrative Office at the Guma Hustisia/Iimwal Aweewe/House of Justice in Susupe, or at the Superior Court offices on Tinian and Rota. Completed applications, cover letter, and three references should be submitted to:

Michelle V. Guerrero
Human Resource/Administrative Officer
Guma Hustisia/Iimwal Aweewe/House of Justice
P.O. Box 502165
Saipan, MP 96950
Tel. (670)236-9818
Fax. (670) 236-9702
michelle.guerrero@justice.gov.mp

This job announcement will remain open until filled. Also, this job announcement 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.