



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:

PROBATION OFFICER I

For two (2) Positions
Announcement # JVA17-005/6

DUTIES: The successful candidate will work under the Chief Probation Officer in the Office of Adult Probation on Saipan which involves investigating, monitoring and/or supervising various levels and types of offenders' court ordered probation. The duties of this position include, but are not limited to the following:

- Performs all assigned duties relating to probationers' cases scheduled for court hearings;
- Investigates thoroughly offenders' personal history, background and environment;
- Gathers and evaluates data pertinent to individual cases from resource areas like the offenders' home, school, church, social agencies, neighborhood contacts, etc.
- Conducts interviews with probationers according to approved techniques in order to determine and clarify probationers' problems, and consulting with the supervisor as necessary, suggests constructive methods for dealing with such problems;
- Contacts public and private community agencies to secure their aid in solving probationers' problems. Maintains a continuing and ongoing relationship with the agencies as necessary;
- Documents facts and testifies in Court with respect to the Probationers' activities, behavior, and quality of adjustment while under supervision;
- Appears in Court for the purpose of providing testimony on Probation cases;
- Enforces Court Orders involving Probation cases;
- Attends public relations activities, conferences and field visits in connection with investigation and supervision functions; and
- Performs other law enforcement and public safety related duties as assigned.

QUALIFICATIONS AND REQUIREMENTS: Candidate must have a high school diploma or equivalent and have obtained a bachelors degree from a recognized college or university. Have three (3) years experience in legal, law enforcement and/or court work. Successful candidate must provide current police and traffic clearances and proof of eligibility to work in the CNMI. 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 position is appointed by and serves at the pleasure of the Presiding Judge. The salary will be \$20,485 annually.

INTERESTED PERSONS may obtain application forms at the OPM offices in the CNMI, at 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:

Human Resources
Guma Hustisia/Iimwal Aweewe/House of Justice
P.O. Box 502165
Saipan, MP 96950
Tel. (670)236-9818
Fax. (670) 236-9702

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.