



# 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:

### COMMUNITY SUPERVISION PROVIDER

Announcement # JVA18-03

**DUTIES:** The successful candidate will work under the supervision of the Drug Court Manager in the Drug Court Division on Saipan which actively monitors drug court participants outside of the drug court setting including conducting home and job visits. All clients contact is documented and visits logged to help encourage positive participant behavior. The duties of this position include, but are not limited to the following:

- Ensures random drug testing and community supervision practices are in accordance with Drug Court policies and procedures;
- Performs all assigned duties relating to cases scheduled for drug court hearings;
- Coordinates criminal background checks for drug court participants;
- Gathers and evaluates data pertinent to individual cases from resource areas like the participants' home, school, church, social agencies, neighborhood contacts, etc.
- Documents facts with respect to the drug court participants' activities, behavior, and quality of adjustment while on supervision;
- Reports investigative findings conducted by assigned Drug Court law enforcement officer (s) to drug court and prepares recommendations for the proper case disposition;
- Appears in drug court hearings with the ability to provide testimony on drug court cases;
- Provides periodic interviews of participants to determine effectiveness of Drug Court mandates, supervision, counseling, etc.
- Maintains ongoing relationship with participants throughout the duration of the program;
- Follows Court policy for monitoring payments ordered by the Drug Court. The payments to be monitored include, but are not limited to, drug court fees, restitution, fine, child supports, etc.;
- Plans office activities, conferences and field visits in connection with investigation and supervision functions;
- Maintains accurate, neat, legible and up to date case records in the prescribed form;
- Attends public relations activities such as community group meetings, conference, panel discussions, and other related forums;
- Responsible for and conducts gender-specific, observed drug testing in accordance with CNMI Drug Court protocols;
- Continually assess and review supervision and drug testing protocols and terms and conditions of supervision regularly to ensure they are still working for the target populations; and
- Performs other duties as assigned.

**QUALIFICATIONS AND REQUIREMENTS:** Candidate must have a high school diploma or equivalent. Must also satisfy one of the following: (1) Have a bachelor's degree from a nationally accredited college or university in criminal justice or a related field, plus at least six months experience as a law enforcement officer; OR (2) four years experience as a law enforcement officer. 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.

**COMPENSATION AND TENURE:** This position is appointed by and serves at the pleasure of the Presiding Judge. The salary range will be \$28,000 - \$30,000 per annum.

**INTERESTED PERSONS** may obtain application forms at the Judiciary Administrative Office at the Guma Hustisia/Imwal 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/Imwal Aweewe/House of Justice  
P.O. Box 502165  
Saipan, MP 96950  
Tel. (670)236-9818  
Fax. (670) 236-9702  
[michelle.guerrero@justice.gov.mp](mailto: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.**