



## 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

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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 CLERK I

Announcement # JVA18-11  
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:

- Receives, reviews, and records documents filed for hearings;
- Provides data entry of pleadings onto the court's case management system;
- Provides daily updates of pleadings and other caseload information for the assigned judge through the court's automated processes, including, but not limited to, the document imaging and online filing system;
- Assesses fines, receives and accounts for monies, issues receipts, prepares deposit slips and provides disbursements per court order or requests from customer service window;
- Prepares and maintains physical and electronic file folders for court cases, including tracking of all pleadings associated with individual cases files;
- Serves as a courtroom clerk when court hearings are in session, including, but not limited to, swearing in of witnesses, logging of all admitted exhibits, tracking all phases of a hearing on an index sheet for the recording counter, operating the electronic recording equipment, and providing continuous monitoring of the recording equipment to ensure the integrity of the record; and,
- Performs other related duties as assigned.

**QUALIFICATIONS AND REQUIREMENTS:** Must have a high school diploma or equivalent plus a minimum of three (3) years related work experience. There is a strong preference for those with work experience in the legal field and those with a Bachelor's Degree. 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 will be \$20,485 - \$22,500 annually.

**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.