



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) 236-9818 · 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:

ADMINISTRATIVE / HUMAN RESOURCE SPECIALIST

On the island of SAIPAN
Announcement # JVA18-08

DUTIES: The successful candidate will work under the general supervision of the Chief Justice and under the direct supervision of the Director of Courts under the rules promulgated by the Judicial Council and the Supreme Court. The candidate is responsible for assisting with administrative and human resource functions of the CNMI Judiciary. The candidate is expected to perform the following duties and responsibilities, but are not limited to the following:

- Assist with the processing of vacancy announcements, pre-employment screening, application requirements, set up of interview panels, post-offer procedures and related recruitment procedures and documents;
- Assist with the processing of employment documents including but not limited to Notification of Personnel Actions (NOPAs), personnel cost impact sheets, contracts and conditions, inter-office forms, and related documents;
- Assist with the tracking of employees and personnel costs, including those for wages, health and pension benefits, and other related financial impact information;
- Assist with the planning and implementation of staff training and professional development programs;
- Compile, review, and transmit information necessary for position descriptions, pay scales, and other human resource standards;
- Assist with certifications of employment history or background check;
- Assist with the drafting of physical and digital templates, forms and documents for use in meeting administrative and personnel procedures and standards;
- Draft correspondence and reports relevant to administrative and human resource functions;
- Assist with data compilation, budget and cost analysis reports;
- Review, track, and report on internal and external factors related to administrative projects and personnel processing;
- Assist with the drafts of monthly, quarterly, close-out or other standard progress reports;
- Assist with records handling and tracking of funds for administrative and payroll costs;
- Maintain and improve upon existing paper and digital filing systems related to general correspondence, administrative projects, personnel standards, and performance reports;
- Safeguard confidentiality for and monitor strict controls of administrative and personnel records;
- Develop knowledge for and maintain current updates on administrative and personnel compliance requirements and assist court personnel and partners in meeting compliance mandates;

- Monitor important dates affecting administrative and personnel projects and assist with deadline compliance;
- Adhere to local and federal document and information requirements in the course of performing administrative and personnel tasks;
- Assist in the procurement process for proposals, expenditures, and delivery of services or items;
- Assists with procedures for audits of funds, employment practices, performance, or inventory;
- Foster and maintain professional network with internal and external partners and maintain registry of contacts information;
- Provide standard administrative support for designated projects as assigned by the Director of Courts or his/her designee;
- Maintain and submit performance tracking reports to the Director of Courts or his/her designee; and
- Perform other duties as assigned by the Chief Justice.

QUALIFICATIONS AND REQUIREMENTS: The Administrative and Human Resource Specialist must have a high school diploma or equivalent. Must also satisfy one of the following: (1) Have an associate's degree from a nationally accredited college or university in liberal arts, public or business administration, business management, criminal justice, or other appropriate field and two years of experience in secretarial, human resource, legal or administrative support or related work; OR (2) four years in human resource, legal or administrative support or related field. The person must be skilled with the use of computers, internet, general office equipment, and other electronic devices standard to the justice system. Software proficiency is required, especially with Microsoft Office programs such as Word, Excel and PowerPoint. The person must have a valid CNMI driver's license and be able to operate a government vehicle'

COMPENSATION AND TENURE: This position is appointed by and serves at the pleasure of the Chief Justice. The salary range will be \$23,000 - \$25,000 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

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.