



# 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:

### COMPLIANCE SPECIALIST Announcement # JVA17-13

**DUTIES:** The successful candidate will monitor and supervise participants for the CNMI Drug Court. The compliance specialist will work directly with men and women who have substance abuse addictions and will report to Drug Court Manager and Court regarding participant compliance in the program. The duties of this position include, but are not limited to the following:

- Provides assistance to the Drug Court Manager in monitoring participants;
- Performs all assigned duties relating to cases scheduled for court appearance in drug court hearing;
- Gathers and evaluates data pertinent to individual drug court cases from resource areas including, as necessary, participants' home, school, church, social agencies, neighborhood contacts, etc;
- Contacts public and private community resources to secure services for participants. Maintains a continuing and ongoing relationships with the agencies as necessary;
- Coordinates enforcement of drug court orders including curfews and home detention with CNMI Drug Court Probation Officer and Law Enforcement Officers;
- Maintains contact with local law enforcement agencies, Drug Court Judge, Office of the Public Defender, Office of the Attorney General, employers, local social service agencies, schools and others;
- Coordinates investigations in preparation of court-ordered reports staffing and hearings;
- Maintains case records and statistical data for evaluation purposes and for submission to the Drug Court Manager;
- Attends and participates in Drug Court staffings and hearings;
- Attends public relations activities such as community group meetings, conferences, panel discussions, and other related forums;
- Follows Court policy for monitoring payments ordered by the Court. The payments to be monitored include, but are not limited to, restitution, fine, child supports, etc.;
- Works closely with Drug Court Caseworkers to support case management, coordination of services and monitoring;
- Conducts gender-specific observed drug testing in accordance with CNMI Drug Court protocols; and
- Performs other duties as assigned.

**QUALIFICATIONS AND REQUIREMENTS:** Candidate must have a high school diploma or equivalent and have obtained an associate's degree from a recognized college or university in criminal or behavioral science or related field. Have four (4) years experience in the law enforcement or other related experience.

Applicant must have a professional demeanor and be able to exercise good judgment in stressful situations. The ability to maintain client confidentiality at all times is imperative. Report writing skills and case management experience would be preferred. Applicants with criminal records will not be considered. Criminal record check will be conducted. Drug test designated position.

Have a valid driver's license and be proficient with Microsoft Word and Excel; must be knowledgeable about the use of data systems.

**COMPENSATION AND TENURE:** This position is appointed by and serves at the pleasure of the Presiding Judge. The salary range will be \$25,000 - \$28,000 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](mailto:michelle.guerrero@justice.gov.mp)

This internal 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.**