



# 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:

### ASSISTANT PROBATION OFFICER

Announcement # JVA18-19

**DUTIES:** The successful candidate will work under the direct supervision of the Chief Probation Officer or his/her designee. The Assistant Probation Officer (he/she) will assist in the collection and entry of probation data, its verification, tracking and monitoring per the requirements of federal programs, and assist in the investigation of offenders' personal history, background and environment. In the absence of the probation officer, he/she report findings to the Court and is prepared to make appropriate recommendations on dispositions. He/she assists with the interviews of probationers to determine effectiveness of probation and supervision and it what form further casework and counseling may be needed. He/she assists with referral of probationers' to community social resources for assistance in rehabilitation. He/she recommends revocation of probation and /or modification of court orders when necessary. Below, the Assistant Probation Officer's duties and responsibilities are further enumerated. These duties of this position include, but are not limited to the following:

- Assists with the intake of counseling interviews, assigning cases according to approved counseling techniques in order to determine and clarify probationer's problems, consulting with supervisors when necessary;
- Assists the probation officer gather and evaluate data from homes, schools, churches, social agencies and neighborhoods pertinent to individual cases;
- Assists the probation officer in the probationer's complete evaluation, contacting as necessary collateral sources in order to evaluate and verify current information as to a probationer's adjustment, and refers probationers to community agencies that offer specialized services that are required for particular needs;
- Assists the probation officer monitor and enforce payment orders of the Court, i.e. restitution payments, fines and support orders, etc;
- Assists the probation officer's documentation of facts and testimony in court with respect to the probationer's activities, behavior and quality of adjustment while under supervision;
- Following established legal procedures, assists the probation officer bring alleged violations of the probationer to the attention of the Court and/ or bring the probationer before the Court as required;
- Assists the probation officer conduct investigations, prepare appropriate reports focused on a "why" of the individual's behavior and is prepared to make recommendations based on the investigations;
- Represents the Judge and the Chief Probation Officer in certain phases of meeting with the public;

- Performs various public relations activities, such as addressing community groups, participating in the conferences and panels of other agencies;
- Performs all assigned duties in the department's administration and assists in the case assignments scheduled for appearance in court;
- Plans office activities, conferences and field visits in connection with investigation and supervision functions;
- Maintains accurate, up-to-date case records in the prescribed form;
- Assists in the preparation and submission of the division's monthly statistical performance reports;
- Meets with interagency contacts, other department heads, division heads and subordinates on matters of policy and procedure;
- Inputs probation data in the Probation Tracking System and performs other duties as assigned.
- Performs public safety related duties as assigned.

**QUALIFICATIONS AND REQUIREMENTS:** Candidate must be a high school graduate and have obtained an Associate of Arts or Science degree from a college or university in criminal justice, public administration, psychology, social work or other closely related field

Be familiar with the reading of court orders, possessing a general knowledge of probation laws, the missions of probation departments, their ethics and potential liabilities.

Have a valid driver's license and be proficient with Microsoft Word and Excel.

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 \$20,208.64 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.