



THE JUDICIARY - COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

Commonwealth Judiciary Administrative Office

Guma' Hustisia, Iimwal Aweewe, House of Justice • Susupe • P.O. Box 502165 • Saipan, MP 96950
Telephone: (670) 236-9700/9800 • Facsimile: (670) 236-9702 • Website: www.justice.gov.mp

EMPLOYMENT OPPORTUNITY

The Commonwealth of the Northern Mariana Islands (CNMI) Judiciary is seeking a highly motivated individual for the position of:

DEPUTY CLERK I – ROTA

Announcement # JVA19-002

Office of the Clerk of Court

Superior Court

ROTA

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 annually.

INTERESTED PERSONS may obtain application forms at Window #3 at the Guma Hustisia/Imwal Aweewe/House of Justice in Susupe, or at the Superior Court offices on Kotten Tinian and Centron Hustisia 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
hr.judiciary@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.