



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 MARSHAL I - ROTA

Announcement # JVA19-004

On the island of ROTA

DUTIES: The successful candidate in this position will work under the general supervision of the Chief Justice and direct supervision of the Chief Marshal or his/her designee. The candidate is expected to perform the following duties and has the listed responsibilities:

- Perform general court security duties, including providing safety and security during judicial proceedings, maintaining order in the courtroom and during prisoner processing, providing protection from harm and personal injury to assigned justices, judges, court personnel, clients, jurors and witnesses;
- Provide protection from damage and vandalism to the court facilities, equipment, and other related resources;
- Assist with all necessary inspection and screening of persons and items entering the court facilities, restricting from entry those that are prohibited within the court premises;
- Provide physical and electronic security monitoring of all assigned areas under the control of the Marshals Service Division;
- Provide Protective Service Detail (PSD) personal security for all justices and judges on official business outside the court premises;
- Assist in transporting and escorting prisoners and other detainees who are awaiting court appearance. This includes transporting prisoners to and from the Department of Corrections (or from other locations as instructed) and the court house; to and from the courthouse holding cells and the courtrooms;
- Assist in protecting and transporting jurors and other court personnel during jury trial and deliberation;
- Assist with court bailiff functions, community policing, community supervision, compliance checks;
- Assist in the preparation of reports of service and no-service, including submission of daily activity and incident reports;
- Provide the general public with direction and general information on all judicial service locations with the courthouse;
- Provide assistance to superiors and other law enforcement personnel, particularly in operations, dispatching information;
- Perform related administrative functions;
- Prepare official reports with clarity and completeness on reports submitted to supervisors during the duty shift;

- Coordinate incoming requests for service at the Marshals Service Division and dispatch personnel in an efficient manner which will serve the public;
- Ensure proper handling and disposition of all in-custody prisoners/detainees; provide security, enforcement of established rules and regulations and others, which are provided herein. This critical task requires Deputies to escort prisoners/defendants to hearings as directed;
- Assist in all phases of law enforcement operations, including conducting investigations related criminal cases and or complaints of alleged violation of law, rules, and regulations filed with the Judiciary;
- Serve summons subpoenas and other official documents;
- Examine files and secures evidence and records as required
- Serve warrants for arrests, searches, and seizures as necessary;
- Possess skills necessary for the use of and care of firearms, and perform and enforce the CNMI Weapons Control Act and Federal Firearms Regulations. Applicant is required to pass either a CNMI Law Enforcement or Federal Firearms Certification course and meet the criteria for annual firearms qualification to carry firearms under the Marshals Service Division Firearms Standard Operating Procedures;
- Must meet the physical fitness and agility requirements testing standards approved by the Chief Marshal or designee.
- Attend and successfully complete all training courses as directed by the Chief Marshal, including but not limited to, any law enforcement officers training courses offered through the Northern Marianas College, local law enforcement and Federal law enforcement agencies;
- Assists the other Deputy Marshals in their duties; and
- Perform other related duties as assigned.

QUALIFICATIONS AND REQUIREMENTS: The Deputy Marshal I shall have a high school diploma or equivalent. Must also satisfy a minimum of two (2) years experience in law enforcement and/or one-year college level education in criminal justice or related field of study. Law Enforcement Academy Training Preferred, but not required.

Military experience may be considered; successful candidates with only military background must complete additional law enforcement training during the probationary period.

Candidate must provide current police and traffic clearances and proof of eligibility to work in the CNMI. Must have a valid drivers' license and operate a court vehicle. Criminal background check will be conducted. Applicants with criminal records will not be considered. 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 is an ungraded position appointed and served at the pleasure of the Chief Justice. The salary will be \$20,000 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.