



COMMONWEALTH JUDICIARY ADMINISTRATIVE OFFICE

Guma' Hustisia / Iimwal Aweewe / House of Justice
P.O. Box 502165 • Saipan, MP 96950
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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:

COMPUTER SPECIALIST

Announcement # JVA18-28
On the island of SAIPAN

DUTIES: The Computer Specialist works under the general supervision of the Chief Justice and/or the Director of Court or his/her designee and under the direct supervision of the Systems Manager. The incumbent is expected to perform the following Duties and Responsibilities:

- Maintain and administer computers and other peripheral devices in a domain-based network;
- Perform troubleshooting to diagnose hardware and software issues in person, remotely and via phone;
- Coordinate with Systems Administrator, outside consultant, and/or local parts suppliers to provide the most efficient methods to resolve issues;
- Offer daily operations and systems support to personnel by responding to problems and questions;
- Provide orientation and guidance to users on how to operate new software, computer equipment;
- Provide orientation and guidance to users on how to traverse the local network and access shared data;
- Set up new workstations with computers and necessary peripheral devices;
- Install software, hardware and any subsequent upgrades;
- Ensure scheduled maintenance and data backups are performed regularly;
- Ensure security and privacy of networks and computer systems;
- Assist with maintaining user passwords and other system security measures;
- Assist with obtaining quotes for technological equipment from international and local vendors;
- Assists with data entry, document imaging and statistical reports;
- Assist with the roll out of updates to computers and other peripheral devices;
- Assist in developing and maintaining local networks in ways that optimize performance;
- Assists with server maintenance and database management; and
- Performs other related duties as assigned.

QUALIFICATIONS AND REQUIREMENTS: The Computer Specialist should have an Associate's degree in computer science, information technology, or related field plus two (2) years experience in a relevant position or any combination of education and/or experience equivalent to six (6) years in a related field or position. Bachelor's degree is preferred and relevant certifications will be an advantage.

Must have the ability to maintain and control sensitive and confidential information, maintain professional records, and uphold office policies. Successful candidate must provide current police and traffic clearances and proof of eligibility to work in the CNMI. Must have a valid drivers' license and be able to operate a court vehicle. 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.

TECHNICAL REQUIREMENTS PERTINENT TO POSITION (if any):

Applicants must have excellent diagnostic and problem-solving skills with an in depth understanding of diverse computer systems, networks, internet security and IT principles. They must have the ability to communicate technical concepts effectively to a varied audience, meet deadlines and manage stress effectively in high-pressure situations. A strong sense of discretion and confidentiality is required

COMPENSATION AND TENURE: This position is appointed by and serves at the pleasure of the Chief Justice. The salary range will be \$21,000 - \$23,000 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.