



## COMMONWEALTH JUDICIARY ADMINISTRATIVE OFFICE

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

#### **DEPUTY CLERK III**

Announcement # JVA19-018  
Office of the Clerk of Court  
Superior Court  
SAIPAN

**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 in this class performs work with wide latitude for the exercise of independent judgment and action in accordance with established policies, practices and court procedure. The following are required duties:

- Receive, review and record documents filed for hearing;
- Review documents presented by litigants for accuracy, proper form, and conformance with court rules and decisions for approval and signature by judges;
- Track cases taken under advisement, ensure updates of same and provide periodic reports to the Clerk of Court and effected judges;
- Set the court calendar and adjust the same to maximize courtroom time and meet unusual situations;
- Prepare bench warrants, subpoenas, summonses and other related documents for issuance;
- Assess fines, receive and account for monies, issues receipts, prepare deposit slips, and make disbursements when ordered or directed;
- Interpret and disseminate information, law, policies, and procedures governing the hearing of cases;
- Maintain the list of court-appointed attorneys and ensure their rotation for indigent criminals, juveniles and 8 CMC §1719 cases;
- Assist with the certification of records in cases appealed to the CNMI Supreme Court;
- Serve as a courtroom clerk for the judges, which includes but is not limited to the following: ensuring courtroom readiness for proceedings, attending court sessions, administering oaths to witnesses, operating electronic recording equipment, listing all relevant portions of proceedings on a log, receiving, marking and assuming responsibility of all introduced evidence, and performing translation during proceedings;
- Assist with the training and supervision of assigned deputy clerks and section staff; the training includes but is not limited to courtroom procedures, custodianship of records, certification of records, administering of oaths, administering jury panels, and other clerkship duties for all trial court proceeding,

- Assist with preparation of reports to include compact impact, organizational performance, statistical data, procurement and asset management, and others as required;
- Assist in the intake, retrieval and storage methods of all Drug Court Cases and enforce procedures regarding record and custodianship issues;
- Assist with the day to day operation of the Office of the Clerk of Court;
- Monitor the case flow of all drug court cases by working with all stakeholders;
- Assist with calendaring and docket handling within the division;
- Perform other related duties as assigned.

**QUALIFICATIONS AND REQUIREMENTS:** Candidate must have a high school diploma or equivalent and must have obtained a bachelors degree from a recognized college or university in business administration or related field, plus a minimum of four (4) years of experience in legal, law enforcement, court administrative or related work. 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 range will be \$32,000 – 35,000 annually.

**INTERESTED PERSONS** may obtain application form at the Marianas Business Plaza, Suite 212 on the second floor or Window #3 at the front of the Guma Hustisia/Imwal Aweewe/House of Justice in Susupe, or at the Superior Court offices on Kotten Tinian and Centron Hustisia in 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 / 783-8592  
Fax. (670) 236-9702  
[hr.judiciary@justice.gov.mp](mailto:hr.judiciary@justice.gov.mp)

This job announcement will remain open until filled and 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.