



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) 236-9715 · F: (670) 236-9702



EMPLOYMENT OPPORTUNITY

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

DATA SYSTEMS ANALYST

Announcement # JVA17-014
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 performs work in accordance with established policies, practices, and court procedures. The following are required duties:

- Performs the full range of data entry and database contents review for pre- and post-judgment services in civil, criminal, traffic, small claims, and family court dockets;
- Compiles data from various sources including court databases, periodic reports, surveys, and performance tool reviews from the Judges' chambers, Family Court Division, Administrative Support Units, the Marshal Service Division, and the Offices of the Clerks of Court and Adult Probation Supervision;
- Reviews data compilation reports and trends and assists with the determination of analysis and interpretation outcomes;
- Performs credibility reviews to assess data quality, verification and update, including review of standard data audit components like computer entry processes, user practices, reporting templates, screen formats, and initial source verification documents;
- Identifies, interprets, and reports patterns and trends from data collection and/or audits;
- Responds to general inquiries regarding data verification and reporting for the Superior Court and assist with data integration processes with affected divisions or authorized agencies;
- Coordinates and assists the Clerk of Court with special projects requiring court statistics or reports;
- Adheres to and complies with all promulgated policies, standards, and codes of ethical conduct; and

- Performs other related duties as assigned.

QUALIFICATIONS AND REQUIREMENTS: The Data Systems Analyst should have an associate's degree from an accredited U.S. university or college or 2 years of equivalent experience. The incumbent must also have at least four (4) years experience in the legal or administrative field. 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 \$25,000 annually.

INTERESTED PERSONS may obtain application forms at OPM offices in the CNMI, the Judiciary Administrative Office at the Guma Hustisia/Iimwal 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/Iimwal Aweewe/House of Justice
P.O. Box 502165
Saipan, MP 96950
Tel. (670)236-9818
Fax. (670) 236-9702

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.