The JUDICIARY
NORTHERN MARIANA ISLANDS
HUMAN RESOURCES OFFICE
P.O. Box 502165 · Saipan, MP 96950
Guma' Hustisia · Susupe
Tel: (670) 236-9818• Fax: (670) 236-9702

EMPLOYMENT OPPORTUNITY

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

FAMILY COURT
SERVICES SPECIALIST
Announcement # JVA27-001

DUTIES: The incumbent works under the general supervision of the Presiding Judge of the Commonwealth Superior Court and direct supervision of the Family Court Manager or his/her designee and perform the following duties:

- Assist *Pro Se* clients when they come to the Family Court Division seeking assistance in filing their case;
- Assist in the development and enhancement of the Family Court programs;
- Maintain and promote positive workflow with all agencies involved in the processing and distribution of Family Court cases;
- Participate in court and special hearings for Family Court cases;
- Assist in the distribution of orders, pleadings and other documents in Family Court cases;
- Assist and provide information on approved community service providers for victim advocacy, legal assistance, counseling treatment, and any other support services;
- Create new cases in the eCourt Case Management system and upload case documents into the File & ServeXpress (FSX);
- Attend meetings as a representative of the Family Court Division;
- Assist in planning and coordination of Family Court trainings/ conferences;
- Maintain and monitor the Family Court Division's goals and objectives which will include the preparation of quarterly reports, compilation of case statistics, processing of purchase requisitions, daily log of all inquiries and appointments;
- Adhere to and comply with all promulgated policies, standards and codes of ethical conduct and perform other related duties as assigned; and
- Performs other related duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

The Family Court Services Specialist must have High School Diploma or equivalent AND an Associate of Arts (AA) degree in social work, criminal justice, or related service from an accredited college; PLUS one (1) year of experience in clerical, data collection, or similar field.

Must have the ability to maintain and control sensitive and confidential information, maintain records professionally, and uphold office policies. Must be proficient with the use of general office software

including but not limited to Microsoft Word and Excel.

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. 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. "Illegal drug" means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.)

Education completed in foreign colleges or universities may be used to meet the job qualification requirements if the applicant can show that foreign education is comparable to education received in accredited educational institutions in the United States.

It is the responsibility of the applicant to provide such evidence when applying for Judiciary jobs. Education received in foreign colleges or universities will be considered if the candidate submits an evaluation of the coursework from: (a) an accredited U.S. college or university; or (b) a private professional organization specializing in interpretation of foreign educational credentials.[1]

COMPENSATION AND TENURE: This is an ungraded position appointed and serves at the pleasure of the Presiding Judge. The salary will be $28,000 - $30,000.00 annually.

INTERESTED PERSONS: Application forms are available at the Judiciary Administrative Office at the Guma Hustisia/Iimwal Aweewe/House of Justice in Susupe, or at the Superior Court offices at Kotten Tinian in Tinian and Centron Hustisia in Rota during normal business hours except on weekends and holidays. Completed applications, cover letter, and three references should be submitted to:

NMI Judiciary
Human Resources
Guma' Hustisia/Iimwal Aweewe/House of Justice
P.O. Box 502165
Saipan, MP 96950
Tel. (670) 236-9818
Cell. (670) 783-8592
hr.judiciary@NMIjudiciary.gov

This job announcement will remain open until filled and a printable copy of the application can be downloaded at http://www.nmijudiciary.gov

The Judiciary reserves the right to rescind or cancel this JVA at any time without notice.

THE CNMI JUDICIARY IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.

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[1] The following organizations evaluate foreign educational credentials for employment and other purposes. All operate on a fee based on the extent of the education to be evaluated; applicants shall bear the cost of evaluation.
(a) Credentials Evaluation Service P.O. Box 24679 Los Angeles, CA 90024
(b) Education Equivalency Evaluation World Education Services P.O. Box 745 Old Chelsea Station New York, NY 10011
(c) Education Credential Evaluators, Inc. P.O. Box 17499 Milwaukee, WI 53217
(d) International Consultants of Delaware, Inc. 914 Pickett Lane Newark, DE 19711
(e) Foundation for International Services, Inc. P.O. Box 230278 Portland, OR 97223.
While the Judiciary offer these addresses as information to applicants who request assistance in obtaining an evaluation of foreign education, these services are not preferred over others which may exist.