



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
Website: www.nmijudiciary.com

EMPLOYMENT OPPORTUNITY

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

SCANNING CLERK (CARES Act)

for
the Island of Saipan
Announcement # JVA20-014

GENERAL INFORMATION: This position is funded by the Coronavirus Aid, Relief, and Economic Security Act and is temporary, ending in December 30, 2020.

DUTIES: The position is under the direct supervision of the Presiding Judge and the direct supervision of the Clerk of Court or his/her designee. The employee in this class performs a wide variety of administrative duties essential to create or enhance remote access and virtual judicial services for the purpose of mitigating the spread of COVID-19. The incumbent is responsible to perform the following duties and responsibilities:

- Review and compile all court documents for scanning;
- Scan all documents necessary to create or enhance remote access and virtual judicial services;
- Check quality of scanned documents;
- Inspect regularly quality and assuring smooth functioning of scanners;
- Compile scanned documents;
- Reconcile, confirm and/or audit physical document with digitized image of same;
- Report progress regarding scanning, including communicating concerns to technicians and maintaining coordination of movement of files;
- Computing charges and developing a list of billing, if any; and
- Performs other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS: The CARES Act Scanning Clerk should have a high school diploma or equivalent. Must also satisfy one of the following: (1) Have an associate's degree from a nationally accredited college or university in liberal arts, public or business administration, business management, criminal justice, or other appropriate field and two years of experience in secretarial, human

resource, legal or administrative support or related work; OR (2) four years in legal or administrative support or related field.

Must have the ability to maintain and control sensitive and confidential information, maintain professional records, and uphold office policies.

Must be able to work under pressure and work in a fast-paced environment.

COMPENSATION AND TENURE: This position serves at the pleasure of the Presiding Judge. Salary is \$20,000.00 annually.

INTERESTED PERSONS may obtain application form at 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 during normal business hours except on austerity Friday and holidays. Completed applications, cover letter, and three references should be submitted on or before September 25, 2020, 5:00 p.m. (Chamorro Standard Time) to:

NMI Judiciary
Human Resources
Guma' Hustisia/Imwal Aweewe/House of Justice
P.O. Box 502165
Saipan, MP 96950
Tel. (670)234-4252
Cell. (670) 783-8592
Fax. (670) 236-9702
hr.judiciary@NMIjudiciary.com

This job announcement will remain open until 5:00 p.m. (Chamorro Standard Time) **September 25, 2020** and can be seen and a printable copy of the application downloaded at <http://www.nmijudiciary.com>

THE CNMI JUDICIARY IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.