



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:

FAMILY COURT SERVICES SPECIALIST

On the island of SAIPAN
Announcement # JVA20-015

DUTIES: The successful candidate will work 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. The duties of this position include, but are not limited to the following:

- 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 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 the courtroom clerks with docketing and scheduling of hearings for Family Court cases;
- Assist in the distribution of orders, pleadings and other documents in Family Court cases;
- Coordinate and schedule home assessments as well as process referral orders for those court clients referred to social mental health services;
- Conduct interviews of court clients and their families; analyze the information, identify possible problem areas, make recommendations concerning the case, and make referrals to other social service agencies;
- Input case information into the Justware Case Management System and the Lexis Nexis E-filing system;
- 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 and processing of purchase requisitions;
- 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 should have High School Diploma or equivalent from an accredited college with an Associate of Arts (AA) degree in

social work, criminal justice, or related service, 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 professional records, and uphold office policies. Must be proficient with Microsoft Word and Excel.

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 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.

COMPENSATION AND TENURE: This position is appointed by and serves at the pleasure of the Presiding Judge. The salary range will be \$23,000 - \$25,000 annually.

Annual salary will be reduced by 20% immediately upon hire, due to current government austerity measures that have been implemented.

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 October 5, 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)236-9818
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) **October 5, 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.