



## COMMONWEALTH JUDICIARY ADMINISTRATIVE OFFICE

Guma' Hustisia / Iimwal Aweewe / House of Justice  
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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:

#### **PROBATION OFFICER I**

Announcement # JVA21-016

SAIPAN

**DUTIES:** This position works under the direct supervision of the Chief Probation Officer or his/her designee in the Office of Adult Probation on Saipan, and may be detailed to Rota or Tinian. The incumbent makes a positive difference in the lives of criminal and traffic probationers, providing them with the accountability, skills, and resources to avoid further brushes with the law. He or she provides investigation, monitoring and/or supervising various levels and types of probationers' court ordered probation; and ensure compliance with the court's conditions of the probationers' supervised release and community control, working in close coordination with the justice system. The duties of this position include, but are not limited to the following:

- Performs all assigned duties relating to court-probation cases under probation administration and operation assignment;
- Interacts with the court and law enforcement officials, healthcare providers, the probationer's employers and/or relation, and other pertinent agencies;
- Appears, reports and articulates the probationer's' status at scheduled court hearings;
- Investigates and assesses the probationer's' personal history and background upon court's order;
- Gathers and evaluates data pertinent to the probationer's case from resource areas such as the probationer's' home, school, church, social agencies, neighborhood contacts, and etc.;
- Recommends treatment and rehabilitation plans;
- Monitors the probationers placed on probation; and provides updates to the court on their probationary status;
- Interviews probationers according to approved techniques in order to determine and clarify probationers' problems, and consults with the supervisor as necessary to suggest constructive methods for dealing with such problems;
- Assists Probation-Crime Victims with their impact statement, victims' rights, restitution, and other needed services;

- Contacts public and private community agencies to secure their aid in solving probationers' problems and maintains a continuing and ongoing relationships with the agencies as necessary;
- Documents facts and testifies in court with respect to the probationer's activities, behavior, and quality of adjustment while under supervision;
- Reports investigative findings to the court and prepares recommendations for the proper case disposition;
- Assists in the conduct of procedure in the courtroom during court sessions;
- Periodically interviews probationers to determine effectiveness of probation mandates, supervision, counseling, etc.;
- Refers probationers to Community Agencies for assistance in rehabilitation;
- Provides periodic contact with collateral sources for information to evaluate or verify probationers' current adjustment;
- Enforces court orders involving probation cases;
- Recommends revocation and/or modification of probation when necessary;
- Possess skills necessary for the use of and care of firearms, and performs and enforces the CNMI Weapons Control Act and Federal Firearms Regulations. Applicant is required to pass either a CNMI Law Enforcement or Federal Firearms Certification course and meet the criteria for annual firearms qualification to carry firearms under the Marshals Service Division Firearms Standard Operating Procedures;
- Follows court policies for monitoring payments ordered by the court. The payments to be monitored include, but are not limited to, restitution, fine, child supports, and etc.;
- Plans office activities, conferences, and field visits in connection with investigation and supervision functions;
- Maintains accurate, neat, legible and up-to-date case records in the prescribed form;
- Attends public relations activities such as community group meetings, conference, panel discussions, and other related forums; and
- Performs other duties as assigned.

**QUALIFICATIONS AND REQUIREMENTS:** The candidate must have a high school diploma or equivalent and satisfy one of the following:

- (1) 2-Associates degrees or a Bachelor degree from a nationally accredited college in related field, plus at least six months experience as a law enforcement officer; or
- (2) any suitable combination of work experience and training of at least six years.

Successful candidates must complete and pass law enforcement training, including firearms qualification, during the probationary period.

Military experience may be considered; successful candidates with only military background must complete additional law enforcement training during the probationary period.

He or she must provide current police and traffic clearances and proof of eligibility to work in the CNMI, and be willing to travel. Must have a valid drivers' license and be able to operate a court vehicle. The incumbent must pass drug screening, physical test, and a background check.

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

Applicants must be proficient with technology tools, e.g., Microsoft Word and Excel.

**COMPENSATION AND TENURE:** This is an ungraded position appointed and serves at the pleasure of the Presiding Judge. The salary range will be \$24,000 - \$26,000 annually.

**INTERESTED PERSONS** Application forms are available at the Marianas Business Plaza, Suite 203 on the second floor, or at the Superior Court offices on Kotten 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/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](mailto:hr.judiciary@NMIjudiciary.com)

This job announcement will remain open until filled 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.