



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:

ASSISTANT PROBATION OFFICER

Announcement # JVA21-018

SAIPAN

DUTIES: This position works under the direct supervision of the Chief Probation Officer or his/her designee. The Assistant Probation Officer (he/she) will assist in the collection and entry of probation data, its verification, tracking and monitoring per the requirements of federal programs, and assist in the investigation of offenders' personal history, background and environment. In the absence of the probation officer, he/she reports findings to the Court and is prepared to make appropriate recommendations on dispositions. He/she assists with the interviews of probationers to determine effectiveness of probation and supervision and it what form further casework and counseling may be needed. He/she assists with referral of probationers' to community social resources for assistance in rehabilitation. He/she recommends revocation of probation and /or modification of court orders when necessary. Below, the Assistant Probation Officer's duties and responsibilities are further enumerated:

- Assists with the intake of counseling interviews, assigning cases according to approved counseling techniques in order to determine and clarify probationer's problems, consulting with supervisors when necessary;
- Assists the probation officer gather and evaluate data from homes, schools, churches, social agencies and neighborhoods pertinent to individual cases;
- Assists the probation officer in the probationer's complete evaluation, contacting as necessary collateral sources in order to evaluate and verify current information as to a probationer's adjustment, and refers probationers to community agencies that offer specialized services that are required for particular needs;
- Assists the probation officer monitor and enforce payment orders of the Court, i.e. restitution payments, fines and support orders, etc;
- Assists the probation officer's documentation of facts and testimony in court with respect to the probationer's activities, behavior and quality of adjustment while under supervision;
- Following established legal procedures, assists the probation officer bring alleged violations of the probationer to the attention of the Court and/ or bring the probationer before the Court as required;

- Assists the probation officer conduct investigations, prepare appropriate reports focused on a “why” of the individual’s behavior and is prepared to make recommendations based on the investigations;
- Represents the Judge and the Chief Probation Officer in certain phases of meeting with the public;
- Performs various public relations activities, such as addressing community groups, participating in the conferences and panels of other agencies;
- Performs all assigned duties in the department’s administration and assists in the case assignments scheduled for appearance in court;
- Plans office activities, conferences and field visits in connection with investigation and supervision functions;
- Maintains accurate, up-to-date case records in the prescribed form;
- Assists in the preparation and submission of the division’s monthly statistical performance reports;
- Meets with interagency contacts, other department heads, division heads and subordinates on matters of policy and procedure;
- Inputs probation data in the Probation Tracking System and performs other duties as assigned.
- Performs other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

Must be a high school graduate.

Must have obtained an Associate of Arts and/or Science degree from a college or university in criminal justice, public administration, psychology, social work or other closely related field.

Be familiar with the reading of court orders, processing a general knowledge of probation laws, the missions of probation departments, their ethics and potential liabilities.

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.

Candidate must provide current police and traffic clearances and proof of eligibility to work in the CNMI. Must have a valid driver’s license and must be able to operate a court vehicle. Criminal background check will be conducted. Applicants with criminal records will not be considered. 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 is an ungraded position appointed and serves at the pleasure of the Presiding Judge. The salary range will be \$20,000 - \$21,509.00 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/limwal Aweewe/House of Justice
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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.