



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:

SPECIALTY COURTS COORDINATOR

Announcement # JVA21-022

DUTIES: The successful candidate will work under the direct supervision of the Presiding Judge or his/her designee. The Specialty Courts Coordinator is responsible for overall planning, organizing, coordinating, and managing the daily operations and implementation of designated Specialty Courts services on Saipan, Tinian, and Rota. The duties of this position include, but are not limited to the following:

- Responsible for drafting, reviewing and implementing mission, vision, and policies for Specialty Courts, including the Specialty Courts' role in advancing and meeting the Judiciary's strategic plan;
- Assists with the planning, organizing, coordinating, managing, implementing, administrating, and monitoring Specialty Courts services in accordance with applicable policies and procedures, judicial standards, and applicable statutes (local, state, and federal);
- Responsible for case management and screening activities of the designated Specialty Courts programs to include performing intake, assessment, establish case plan for referred participants, conduct program/phase orientation, and referrals to services as needed;
- Coordinates/conducts individual, family and group therapeutic/educational/substance abuse treatment sessions/and crisis intervention, as needed;
- Attends staff meetings, in-service training, workshops, and interagency conferences to coordinate services;
- Responsible for providing team members with guidance, assistance, or training, as necessary;
- Maintains current knowledge of all local, state, and federal regulatory developments, including best practices, governing administration of Specialty Courts implemented in the CNMI Judiciary;
- Maintains knowledge of the judicial system and its interrelationships with community stakeholders;
- Develops and maintains cooperative working relationships with different stakeholders, including but not limited to, Attorney General, Chief Public Defender, treatment providers, local law enforcement, Probation, Judiciary and community resources;
- Researches sources of program grants or funds at the local, regional, and national level for Specialty Courts;
- Participates in the retrieval, selection, summarization, and presentation of case data from a variety of sources in accordance with established regulatory policies and procedure for grant planning, supervisory conferences, and consultations;

- Conducts program needs assessment and submits requests for capital expenditures, staffing, and program enhancements where indicated;
- Drafts, prepares, and submits grant or budget proposals and track grant awards and spending plan for Specialty Courts pursuant to Judiciary policy for budget and grants management;
- Coordinates the implementation of grant awards or budget allotments for Specialty Courts and ensure pre- and post-award compliance;
- Provides support for and ensures budget and grant compliance, interpretation of budget and grant requirements, administrative requirements, and cost principles for Specialty Courts and related programs. Works with applicable personnel, including but not limited to the Justices, Judges, General Counsel, Director of Courts, and Grants Administrator to ensure compliance with all applicable regulations, policies, and procedures;
- Promotes and organizes community support for Specialty Courts through lectures, training, and meetings;
- Develops, attends, and participates in conferences, meetings, and committees as the Specialty Courts representative;
- Maintains liaison and confers with state and federal agencies, private entities, non-profit organizations, and other community groups regarding implementation of specific Specialty Courts;
- Interprets and provides public information regarding agency program objectives and activities;
- Drafts and secures final of daily, quarterly and/or annual reports on program activities and performance benchmarks; and
- Performs other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS: Candidate must have a high school diploma or equivalent and must hold a bachelor's degree from an accredited U.S. university. Two (2) years experience in grants writing and management is preferred. The successful candidate must be proficient using a personal computer, including Microsoft Office software suite, possess excellent written and oral communication skills, and be able to work individually and as part of a team. Candidate must maintain confidentiality and handle sensitive information.

Criminal background check will be conducted. Applicants with criminal records will not be considered.

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 \$45,000 - \$50,000 per annum.

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
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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.