



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.NMJudiciary.com

EMPLOYMENT OPPORTUNITY

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

AMERICAN RESCUE PLAN ACT (ARPA) SCANNING CLERK

for
Kotten Tinian
Announcement #JVA21-027

DUTIES: The successful candidate will work 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. 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 ARPA Scanning Clerk should have a high school diploma or equivalent plus a minimum of two years of experience in secretarial or administrative support or related work.

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.

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. Criminal background check will be conducted. Applicants with criminal records may 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. "Illegal drug" means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.)

COMPENSATION AND TENURE: This position is funded by the ARPA and is temporary in nature. This position is appointed by and serves at the pleasure of the Presiding Judge. The salary range will be \$23,000 - \$25,000 per annum.

INTERESTED PERSONS Application forms are available at the Judiciary Administrative Office at 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 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

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.