



## 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](http://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) INFORMATION SYSTEMS PROJECT COORDINATOR

Announcement # JVA21-030

**DUTIES:** The successful candidate will work under the general supervision of Chief Justice and/or the Director of Court or his/her designee and under the direct supervision of the Systems Administrator. The incumbent is expected to perform the following Duties and Responsibilities:

- Responsible for conducting research on proposed court technology projects and compiling data on the latest trends used in other jurisdictions;
- Conduct product and market research on hardware and software needs for the CNMI Judiciary;
- Identify and coordinate with vendors, manufactures, and shipping companies for project procurement needs;
- Responsible for mapping out project plans and drafting the scope of work or related procurement documents for projects under the Information Systems Unit (ISU);
- Create and maintain project documents in various capacities;
- Track the ISU's projects by maintaining logs, updating schedules, and providing verbal or written reports;
- Responsible for coordinating timely project meetings, producing meeting notes, and following up on any necessary action items;
- Responsible for managing project scheduling, tracking issue management, risk management, change management, and status reporting throughout project lifecycles;
- Create, update, input, and maintain records and databases relevant to procurement, personnel, time-keeping, accounting, and other administrative items relevant to the projects under ISU;
- Foster and maintain professional network with internal and external partners and maintain registry of contacts information as it relates to the various projects under ISU;
- Provide support to various project teams in the CNMI Judiciary by providing technical expertise and insights on the technological aspects of their project as assigned by the Systems Administrator or his/her designee;
- Attend project meetings and present project proposals, plans of action, or updates;
- Report all project requests, updates, and plans to the Systems Administrator to manage information systems' personnel workload, assignments and resources; and
- Performs other duties as assigned.

**QUALIFICATIONS AND REQUIREMENTS:** The ARPA Information Systems Project Coordinator should have a high school diploma or equivalent. Must also satisfy one of the following:

- (1) Have a bachelor's degree from a nationally accredited college or university in computer science, information technology, or other appropriate field and have one year experience in a project planning lead or support role or a relevant position; or
- (2) Have an associate's degree from a nationally accredited college or university in computer science, information technology, or other appropriate field and have three years' experience in a project planning lead or support role or a relevant position; or
- (3) Have five years of experience in information technology project planning lead or support role or any combination of education and/or experience in a related field or position.

Must have a solid understanding of IT systems, networking and computer software.

Must have excellent verbal, written, and presentation skills.

Must have the ability to multi-task and work in a fast-paced environment.

Must have strong organizational skills and be proficient in document processing applications.

Must be a logical problem solver who can operate under constraints.

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. "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.)

Education completed in foreign colleges or universities may be used to meet the job qualification requirements if the applicant can show that foreign education is comparable to education received in accredited educational institutions in the United States.

It is the responsibility of the applicant to provide such evidence when applying for Judiciary jobs. Education received in foreign colleges or universities will be considered if the candidate submits an evaluation of the coursework from: (a) an accredited U.S. college or university; or (b) a private professional organization specializing in interpretation of foreign educational credentials.<sup>1</sup>

**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 Chief Justice. The salary range will be \$35,000 - \$40,000 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

---

<sup>1</sup> The following organizations evaluate foreign educational credentials for employment and other purposes. All operate on a fee based on the extent of the education to be evaluated; applicants shall bear the cost of evaluation.

(a) Credentials Evaluation Service P.O. Box 24679 Los Angeles, CA 90024

(b) Education Equivalency Evaluation World Education Services P.O. Box 745 Old Chelsea Station New York, NY 10011

(c) Education Credential Evaluators, Inc. P.O. Box 17499 Milwaukee, WI 53217

(d) International Consultants of Delaware, Inc. 914 Pickett Lane Newark, DE 19711

(e) Foundation for International Services, Inc. P.O. Box 230278 Portland, OR 97223.

While the Judiciary offer these addresses as information to applicants who request assistance in obtaining an evaluation of foreign education, these services are not preferred over others which may exist.

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.