



## COMMONWEALTH JUDICIARY ADMINISTRATIVE OFFICE

Guma' Hustisia / Iimwal Aweewe / House of Justice  
P.O. Box 502165 ▪ Saipan, MP 96950  
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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:

#### AMERICAN RESCUE PLAN ACT (ARPA) INFORMATION SYSTEMS SUPPORT SPECIALIST

Announcement # JVA21-031

**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 candidate is expected to perform the following Duties and Responsibilities:

- Maintain and administer computers and other peripheral devices in a domain-based network;
- Perform troubleshooting to diagnose hardware and software issues in person, remotely and via phone;
- Coordinate with Systems Administrator, outside consultant, and/or local parts suppliers to provide the most efficient methods to resolve issues;
- Offer daily operations and systems support to personnel by responding to problems and questions;
- Provide orientation and guidance to users on how to operate new software and computer equipment;
- Provide orientation and guidance to users on how to traverse the local network and access shared data;
- Set up new workstations with computers and necessary peripheral devices;
- Install software, hardware and any subsequent upgrades;
- Ensure security and privacy of networks and computer systems;
- Assist with maintaining user passwords and other system security measures;
- Assist with obtaining quotes for technological equipment from international and local vendors;
- Assists with data entry, document imaging and statistical reports;
- Assist with the roll out of updates to computers and other peripheral devices;
- Assist in developing and maintaining local networks in ways that optimize performance; and
- Perform other duties as assigned.

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

- (1) Have an associate'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 relevant position; or
- (2) Have three years of experience in information technology or other related role or any combination of education and/or experience in a related field or position.

Bachelor's degree is preferred and relevant certifications will be an advantage.  
Must have a solid understanding of IT systems, networking and computer software.  
Must have the ability to multi-task and work in a fast-paced environment.  
Must have strong organizational skills.  
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.)

Applicants must have the ability to maintain and control sensitive and confidential information, maintain professional records, and uphold office policies. They must have excellent diagnostic and problem-solving skills with an in depth understanding of diverse computer systems, networks, internet security and IT principles. They must have the ability to communicate technical concepts effectively to a varied audience, meet deadlines and manage stress effectively in high-pressure situations. A strong sense of discretion and confidentiality is required.

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 \$25,000 - \$28,000 per annum.

**INTERESTED PERSONS 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

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<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.

Tel. (670) 236-9818  
Cell. (670) 783-8592  
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[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.