



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:

AMERICAN RESCUE PLAN ACT (ARPA) INFORMATION SYSTEMS ASSISTANT

Announcement # JVA21-032

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:

- Responsible for monitoring the Information Systems Unit (ISU) help desk and coordinating activity with ISU personnel;
- Track ISU's tasks and projects by maintaining logs, updating schedules, and providing verbal or written reports;
- Assist with project research and in drafting the scope of work or related procurement documents for projects under the ISU;
- Create, update, input, and maintain records and databases relevant to procurement, personnel, time-keeping, accounting, and other administrative items relevant to the ISU;
- Assist with the drafting of physical and digital templates, forms and documents for use in meetings, administrative procedures, procurement, human resources, accounting, time-keeping, statistics, data, and standards as it relates to the ISU;
- Assists in conducting the physical inventory and surveying of court assets under the ISU;
- Responsible for compiling and monitoring a list of office equipment, items, and inventory supplies purchased under the ISU and order replacement supplies, as needed;
- Foster and maintain professional network with internal and external partners and maintain registry of contacts information as it relates to the ISU;
- Provide standard administrative support for designated projects under the ISU as assigned by the Systems Administrator or his/her designee;
- Provide technical support for routine end-user issues through established protocols or troubleshooting and escalate as necessary;
- Provide guidance and explain policies and procedures to end-users;
- Utilize and maintain knowledge bases, white papers, FAQs, and vendor documentation; and
- Performs other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS: The ARPA Information Systems Assistant 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 liberal arts, business administration, business management, or other appropriate field and have one year of experience in a secretarial, human resource, administrative support or other related role; or

- (2) Have three years of experience in a secretarial, human resource, administrative support 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.)

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.¹

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 \$23,000 - \$25,000 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
Tel. (670) 236-9818
Cell. (670) 783-8592
Fax. (670) 236-9702
hr.judiciary@NMIjudiciary.com

¹ 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.

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.