



## COMMONWEALTH JUDICIARY ADMINISTRATIVE OFFICE

Guma' Hustisia / Iimwal Aweewe / House of Justice  
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Telephone (670) 236-9700/9800 • Facsimile: (670) 236-9702  
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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:

#### **BUILDING AND GROUNDS MAINTENANCE WORKER**

Announcement # JVA22-005

SAIPAN

**DUTIES:** The position is under the general supervision of Director of Courts and the direct supervision of the Building Superintendent or his/her designee. The employee in this class performs work in accordance with established policies, practices, and court procedures. The following are required duties:

- Repairs and/or replaces doors, window panes, bathroom accessories, toilet hinges, and other building items;
- Repairs and/or replaces cement floors, tiles, asphalt tubs foundations, etc.;
- Repairs and/or replaces electrical fixtures, appliance fuses, drop cards and switches;
- Repairs and/or replaces broken pipes, gaskets, washers, faucets and toilet fixtures;
- Repairs and/or replaces damages to building and other structures caused by fungus and algae, termites, etc.
- Conducts routine inspections of premises and equipment;
- Works with designated community service workers from Office of Adult Probation Supervision and Drug Court Division;
- Monitors generator usage and maintenance;
- Operates and maintains various machinery, tools, and equipment for repair and maintenance work, including but not limited to pressure washer, brush cutter, etc.;
- Mows and trims the grass and other vegetation at Judiciary facilities;
- Collects and removes trash or debris at Judiciary facilities;
- Moves and stores office equipment and machinery;
- Installs, builds, or organizes cabinets, shelves, and other office furniture or fixtures;
- Operates trailer vehicles and related landscaping equipment;
- Fills and completes daily work or project summary sheets;
- Attends meetings regarding facility upgrade and repairs;
- Maintains inventory and general maintenance history of equipment and tools;
- Performs other duties as assigned.

**QUALIFICATIONS AND REQUIREMENTS:** The Building and Grounds Maintenance Worker should have a high school diploma or equivalent, a minimum of two (2) years experience in building maintenance or related field of study.

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 is an ungraded position appointed and serves at the pleasure of the Chief Justice. The salary range will be \$21,000 - \$23,000.00 annually.

**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](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 Judiciary reserves the right to rescind or cancel this JVA at any time without notice.

**THE CNMI JUDICIARY IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.**

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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.