



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:

DRUG COURT PROJECT ASSISTANT

Announcement # JVA22-007

SAIPAN

DUTIES: This position is under the general supervision of the Presiding Judge of the Commonwealth Superior Court and direct supervision of the Drug Court Manager or his/her designee. The duties of this position include, but are not limited to the following:

- Assist the Drug Court Manager in the daily operations of the Drug Court Division;
- Assist in the preparation of administrative reports to the Judicial Council, Supreme Court, the Criminal Justice Planning Agency, the Presiding Judge and the Chief Justice;
- Updates and advises Grants Manager on expenditure of federal funds for assigned grant projects;
- Processes purchase requisitions and purchase orders and updates vendor files;
- Enters, verifies for accuracy, updates and retrieves computer data; prepares spreadsheets;
- Posts journal entries and budget amendments;
- Assists in maintaining financial records for assigned grant projects;
- Conducts routine self audits by examining, verifying, and reviewing financial records and makes corrections as necessary;
- Ensures program compliance with all applicable Judiciary policies and procedures, state and federal laws and regulations, and standards of quality and safety; provides guidance on policies, procedures, laws and regulations for staff as necessary;
- Establish procedures for the collection of appropriate data and set up records to assure compliance of all regulations to include, but not be limited to, periodic reports;
- Establishes and ensures the maintenance of accurate and complete Drug Court participant records and transmits data to appropriate Drug Court team members;
- Monitors program effectiveness and efficiency, and makes recommendations for improvements as necessary to enhance services, achieve goals and ensure compliance;
- Reads, and applies complex policies and laws governing federal programs;
- Interact regularly with Drug Court stakeholders and assists with grants project implementation;
- Develop positive relationships and maintain high levels of communication with stakeholders and the Drug Court Manager;
- Assist with the collection of all required documentation on a timely basis, including attendance, staff training, federal data, invoices, and surveys.
- Maintain and track monthly budget in coordination with the Grants Manager, Finance Director, and Drug Court Manager;
- Assist the Drug Court Manager in monitoring program requirements;
- Be fully familiar with the BJA grant including goals and objectives, and all program requirements;
- Participate in all meetings, workshops, and activities organized by the Drug Court Manager;

- Coordinate evaluation process including any surveys of participants and staff;
- Compiles data for and prepares records and reports as required by the division and/or other agencies;
- Performs general administrative work as required, including but not limited to entering and retrieving computer data, preparing reports and correspondence, copying and filing documents, sending and receiving faxes and e-mails, answering the telephone, ordering supplies;
- Attends meetings, training, workshops and conferences as appropriate to enhance job knowledge and skills;
- Process travel requests for professional development paid through federal funds;
- Assist with training travel authorizations for Drug Court staff and Drug Court Team.
- Maintains records of equipment paid for by federal funds under the supervision of Grants Management;
- Assist the Project Director with quarterly reports via JustGrants and the BJA PMT.
- Perform other related duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

The Drug Court Project Assistant must have a Bachelor's Degree or equivalent, plus two (2) years of experience in grants management, client services, data collection or similar field.

Must have the ability to maintain and control sensitive and confidential information, maintain records professionally, and uphold office policies. Must be proficient with the use of general office software including but not limited to Microsoft Word and Excel.

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 is an ungraded position appointed and serves at the pleasure of the Presiding Judge. The salary range will be \$30,000-\$35,000 annually.

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.

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
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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.