



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:

MENTAL HEALTH COURT DOCKET MANAGER

Announcement # JVA22-008
SAIPAN

DUTIES: The Mental Health Court Docket Manager is under the general supervision of the Presiding Judge and will work under the direct supervision of the designated Mental Health Court Judge. The Mental Health Court Manager is responsible for overall planning, management oversight and daily operations of the Mental Health Court Docket (“Docket”) and its services on courthouses on Saipan, Tinian, and Rota. The duties of this position include, but are not limited to, the following:

- Prepares social studies, case histories, reports and evaluations concerning information secured and services rendered;
- Manages the implementation and administration of mental health treatment program(s) for the Docket;
- Coordinates all necessary screenings for potential participants in the Docket;
- Maintains current knowledge of all state and federal regulatory developments governing administration of Docket programs and program grant regulations;
- Maintains knowledge of the judicial system and its interrelationship in court-referred inmates;
- Provides managerial direction to and performance appraisals of staff engaged in the operation of the Docket;
- Participates in the selection, summarization, and presentation of case data from a variety of sources for casework planning, supervisory conferences, and consultations;
- Coordinates all court-related referrals through judicial system, attorney general's office and public defender's office;
- Conducts program-needs assessment and submits requests for capital expenditures, staffing, and program enhancements where indicated;
- Oversees all operational issues related to the physical facilities of the Docket;
- Develops, coordinates, and monitors record keeping systems for effective program evaluation;
- Promotes and organizes community support for agency criminal justice/mental health programs through lectures, training, and meetings;
- Oversees all contracts related to services provided to the Docket and its programs including, but not limited to, medial programs and Information Management systems;
- Maintains liaison and confers with public officials, agency representative, treatment providers, law enforcement community, and other professional persons that may have contact with the Docket;
- Works closely with the Mental Health Court Judge and treatment providers to create programs and procedures for treatment, counseling, employment training, self-esteem building, and drug testing;
- Interprets and provides public information regarding agency program objectives and activities;

- Develops and administers all reporting profiles for funding agencies;
- Assists in the preparation and maintains program annual budget, and grant support activities;
- Researches, applies and manages grants;
- Surveys Docket participants periodically and develops other methods of research and data to measure effectiveness of the program;
- Develops and administers all reporting profiles for judicial purposes;
- Develops goals, objectives and strategies for the Docket;
- Develops and maintains written protocol and procedures for the operation of the Docket;
- Receives, receipts and monitors payment of fees by Docket participants;
- Identifies local resources for Docket participants in the following areas: counseling, treatment, employment, pregnancy services, health services or other services needed for participants to successfully complete Docket requirements;
- Ensures the Docket's adherence to evidence-based standards and best practices under NADCP;
- Participates in program certification and peer reviews or other quality assurance programs;
- Assists Mental Health Court Judge in resolving issues or problems relating to the Docket;
- Schedules and prepares agendas for meetings or meetings with other professionals related to Docket activity;
- Mediates and resolves disputes between Docket, law enforcement, other agencies, treatment providers, and Docket participants or others who may come into contact with the program;
- Submits budget requests in collaboration with the Mental Health Court Judge and Presiding Judge;
- Supervises administrative personnel assigned to Docket;
- Develops or oversees the development of appropriate program brochures, literature, videos or press releases as approved by the Mental Health Court Judge; and
- Performs other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS: The Mental Health Court Docket Manager must have a high school diploma or equivalent and a bachelor's degree from a recognized College or University in Behavioral Science, Psychology, Social Work, Sociology, Criminal Justice, Criminology, Judicial Administration or other similar field. Minimum three (3) years supervisory and administrative experience in the administration of a criminal justice/substance abuse/mental health treatment court; experience should include participation in the development and implementation of regulated treatment programs; or an equivalent combination of education, training, and experience.

Candidate must be able to work in a fast-paced environment and work under pressure. Candidate must also:

- be organized and attentive to detail;
- be able to multi-task and meet deadlines;
- be able to follow instructions;
- be a team player and have excellent communication and interpersonal skills; and
- use independent judgement and proper handling of confidential information.

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 \$55,000-\$57,750 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

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.

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.