



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)
ADMINISTRATIVE OFFICER**
Announcement # JVA22-011

DUTIES: The successful candidate will work under the direct supervision of ARPA Administrator or his/her designee and works for the Supreme Court. The employee in this class performs a wide variety of administrative duties related to the usage of the American Rescue Plan (“ARPA”) Act. The incumbent is responsible to perform the following duties and responsibilities:

- Responsible for compiling and monitoring the list of office equipment, items, and inventory supplies purchased under the ARPA; orders replacement supplies, as needed;
- Create, update, input, and maintain records and databases relevant to procurement, personnel, time-keeping, accounting, and other administrative items relevant to the use of ARPA funds;
- 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 use of ARPA funds
- Assist in drafting the scope of work or related procurement documents for projects under the ARPA;
- Assist in coordinating meetings, sending calendar invites, and communicating with Judiciary staff and other government agencies as it relates to the use of the ARPA funds;
- Responsible for the collection and delivery of incoming and outgoing documents as it relates to the use of ARPA funds;
- Maintain the logging of all incoming and outgoing documents relevant to the use of ARPA funds prior to distribution to appropriate staff, vendor, or agency;
- May be assigned to delivering or picking up documents relevant to the ARPA to and from the Judiciary from other branches of the government;
- Assists the Judiciary in conducting the physical inventory of all court assets purchased from the ARPA funds;
- Foster and maintain professional network with internal and external partners and maintain registry of contacts information as it relates to the use of the ARPA funds;
- Provide standard administrative support for designated projects under the ARPA as assigned by the Director of Courts or his/her designee;
- Maintain and submit performance tracking reports on ARPA to the Associate Justice Manglona or his/her designee; and
- Performs other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS: The ARPA Administrative Officer should have a high school diploma or equivalent. Must also satisfy one of the following:

The Administrative Officer 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, public or business administration, business management, criminal justice, or other appropriate field and two years of experience in secretarial, human resource, legal or administrative support or related work.

Must have the ability to work under pressure with stringent deadlines.

Must have the ability to multi-task and work in a fast-paced environment. Must have the ability to follow instructions.

Must be proficient with Microsoft Word and Excel and knowledgeable about the use of data systems.

Must have exceptional interpersonal skills.

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. Criminal background check will be conducted. Applicants with criminal records may not be considered. 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 \$28,000 - \$30,000 per annum.

INTERESTED PERSONS Application forms are available at the Marianas Business Plaza, Suite 203 on the second floor, 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

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.

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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>

This position is supported, in whole or in part, by the American Rescue Plan Act of 2021 Coronavirus State and Local Fiscal Recovery Funds, CNMI award number CNMI22004, awarded to the CNMI Judiciary by the CNMI Department of Finance.

THE CNMI JUDICIARY IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.