



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:

PROGRAM SPECIALIST

On the island of SAIPAN
Announcement # JVA22-013

DUTIES: The successful candidate will work under the general supervision of the Chief Justice and under the direct supervision of the Director of Courts. The candidate is responsible for assisting with administrative functions related to local and federally-funded court programs. The candidate is expected to perform the following duties and responsibilities, but are not limited to the following:

- Research sources of program grants or funds at the local, regional, and national level;
- Assist with the development of specific programs and scope of work, including proposed budget and anticipated strategies and outcomes;
- Compile and review information necessary for funding solicitations, applications, or awards;
- Draft responses and reports relevant to funding solicitations, applications or awards;
- Assist with budget analysis and cost review for personnel, operational items, incentive purchases, and other financial factors as applicable to program goals;
- Assist with the draft, review and completion of physical, digital and web-based funding registration, applications, forms, and reports;
- Review, track, and report on internal and external factors related to funding registration, solicitations, application or awards;
- Assist with the drafts of monthly, quarterly, close-out or other standard program progress reports;
- Assist with records handling and funds tracking for designated programs;
- Maintain and improve upon existing paper and digital filing systems related to general correspondence, funding applications, awards, funds status, quarterly and other performance reports;
- Develop knowledge and maintain current updates on program and funding compliance requirements and assist court personnel and program partners in meeting compliance mandates;
- Create forms and fill-type documents for internal compliance controls and assist with training of proper use of documents;
- Monitor program compliance, including maintaining date certain tasks, services and items inventory;
- Adhere to local and federal document and information retention requirements and complies with all applicable procurement operating procedures, regulations, and statutes;
- Assist in the procurement process for program proposals, expenditures, and delivery of services or items;
- Coordinate compliance controls and program monitoring with the Director of Courts or his/her designee to ensure proper fiscal administration of funds and activities;

- Implement audit prerequisites and assist with procedures for funds, performance, or inventory audits;
- Foster and maintain professional network with internal and external fund managers and program officers and maintain registry of contacts information;
- Provide standard administrative support for designated projects as assigned by the Director of Courts or his/her designee;
- Maintain and submit performance tracking reports to the Director of Courts or his/her designee; and
- Perform other duties as assigned by the Chief Justice.

QUALIFICATIONS AND REQUIREMENTS:

The Program Specialist must have a high school diploma or equivalent. Must also satisfy one of the following: (1) Have a bachelor's degree from a nationally accredited college or university in public or business administration, economics, finance, business management or accounting or related field; and at least two years of experience in research and writing, responding to and/or evaluating grant proposals and applications, contracts and reports, or related areas; OR

(2) six years of experience in research and writing, general administrative and financial management, or related field.

Must be skilled with the use of computers, internet, general office equipment, and other electronic devices standard to the justice system. Software proficiency is required, especially with Microsoft Office programs such as Word, Excel and PowerPoint.

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 appointed by and serves at the pleasure of the Chief Justice. The salary range will be \$28,000 - \$30,000 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 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.