



## COMMONWEALTH JUDICIARY ADMINISTRATIVE OFFICE

Guma' Hustisia / Iimwal Aweewe / House of Justice  
P.O. Box 502165 ▪ Saipan, MP 96950  
Telephone (670) 236-9700/9800 ▪ Facsimile: (670) 236-9702  
Website: [www.NMJudiciary.com](http://www.NMJudiciary.com)

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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:

#### ADMINISTRATIVE SPECIALIST

Announcement # JVA22-017

SAIPAN

**DUTIES:** This position is under the general supervision of the Director of Courts and direct supervision of the Commonwealth Recorder. The employee in this position is required to perform the following duties and responsibilities:

- Maintains, indexes, and updates official land registration and other real estate documents, commercial and personal property documents of the Commonwealth of the Northern Mariana Islands;
- Responds to customers with inquiries regarding the Commonwealth Recorder's Office, such as recording, document requests, and related fees;
- Assists with assessing fees for recording, copies, and certifications, and preparing payment slips for customers;
- Receives, keeps, scans, and maintains all documents handled by the Commonwealth Recorder's Office;
- Receives, verifies, scans, and enters receipts for reports;
- Assists with document recordation; and
- Performs other duties as assigned.

**QUALIFICATIONS AND REQUIREMENTS:** Must have a high school diploma or equivalent. Must have a minimum of two (2) year work experience in office clerical work.

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.<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 \$20,000 - \$22,000 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.