



## 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.NMIjudiciary.gov](http://www.NMIjudiciary.gov)

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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:

#### IT SPECIALIST/OFFICE MANAGER

for

Law Revision Commission  
Announcement # JVA25-007

**DUTIES:** The successful candidate will work under the under the general supervision of the Executive Director of Law Revision Commission. The employee will perform work with wide latitude for the exercise of independent judgment and taking action in accordance with established policies, practices and court procedures. The duties of this position include, but are not limited to the following:

- Develops and maintains the LRC website;
- Maintains, organizes, and secures LRC legal, historical, and administrative archives;
- Develops electronically based legal research products;
- Develops and maintains document development and dissemination - scanning and converting to create searchable documents;
- Coordinates and maintains access to LRC online and internal platforms with the Judiciary IT designee, or as instructed by the executive director;
- Maintains the accounting system for expenditure accounts;
- Balances checking account statements, keeping track of the revolving account, and Bank of Guam account, following up on replenishment with treasury;
- Coordinates with other government agencies and departments, such as work force investment agency, personnel management and finance regarding legislative, personnel and financial matters;
- Maintains and updates inventory log of all LRC products;
- Assists the executive director and staff attorneys with the preparation of legal products, including but not limited to, compiling, formatting, printing and publishing files of statutes, judicial decisions, and regulations for publication;

- Assists the publications clerk or executive assistant to prepare publications for sale and delivery, balance credit card transactions, enter sales from credit cards through MUNIS accounting system, pay vendors on a monthly basis, submit sales to cashier;
- Assists with managing LRC interns and externs;
- Adheres to and complies with all promulgated policies, standards, and codes of ethical conduct;
- Serves as backup to publications clerk and/or executive assistant in their absence; and
- Perform other related duties as assigned.

**QUALIFICATIONS AND REQUIREMENTS:** The IT Specialist/Office Manager must have a bachelor's degree from a nationally accredited college or university in web development or related field; or a minimum of four (4) years experience in web development computer applications and programs with accounting/financial experience; or any combination of education and work experience equivalent to four (4) years.

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 position is appointed by and serves at the pleasure of the Chief Justice. Salary range will be \$40,000 - \$42,500 annually.

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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.

**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 at Kotten Tinian in 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.gov](mailto:hr.judiciary@nmijudiciary.gov)

This job announcement will remain open until filled and can be seen and a printable copy of the application downloaded at <http://www.nmijudiciary.gov>.

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.