



COMMONWEALTH LAW REVISION COMMISSION NORTHERN MARIANA ISLANDS JUDICIARY

House of Justice ♦ Guma Hustisia ♦ Iimwal Aweewe
P.O. Box 502179
Saipan, MP 96950-2179

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EMPLOYMENT OPPORTUNITY

The Commonwealth of the Northern Mariana Islands (CNMI) Judiciary – Law Revision Commission is seeking a highly motivated individual for the position of:

PUBLICATIONS CLERK & ADMINISTRATIVE ASSISTANT Announcement #JVA21-008 SAIPAN

DUTIES: This position works under the general supervision of Executive Director of Law Revision Commission/General Counsel for the Judicial Branch. The employee in this position is required to perform the following duties and responsibilities.

- Performs a full range of secretarial and administrative support duties for the Executive Director/General Counsel;
- Receives visitors and callers and responds to inquiries and/or directs them to the appropriate authority;
- Performs duties of a highly confidential nature;
- Assists Office Manager in maintaining inventories of supplies, equipment, and publications;
- Creates and maintains various ledgers, spreadsheets, record compilations, and reports related to expenditures, sales, and fund balances;
- Participates in the collection and compilation of fiscal data and assists in maintaining budgetary accounts and financial records for the office;
- Transcribes meeting minutes from written notes and/or audio recordings;
- Coordinates and assists the Executive Director/General Counsel with special projects;
- Adheres to and complies with all promulgated policies, standards, and codes of ethical conduct;
- Assists with the compilation, formatting and printing of electronic files of statutes, judicial decisions, and regulations for publication in print and electronic media by providing administrative support;
- Responds to orders of Commission publications at the office and by packaging, mailing and delivering publications to subscribers, maintaining up-to-date subscribers' list, keeping inventory of publications in stock and maintaining documents re: publications sold;
- Contacts purchasers and potential purchasers regarding LRC products and services;
- Scans, cleans, and converts documents to create searchable PDF files;
- Prepares monthly and annual sales reports and transmits cash and check sales to the Judiciary Cashier, enters credit card sales and other transactions into JDEdwards Accounting System;
- Prepares timesheets;
- Drafts correspondence and other documents when requested;
- Opens office at 8 a.m. on a daily basis, closes office for lunch from 12:00 p.m., opens office at 1:00 p.m. after lunch, and closes office at 5:00 p.m.; time and attendance are critical;
- Maintains office in an organized and presentable manner;
- Performs other related duties as assigned.

QUALIFICATIONS AND REQUIREMENTS: The Publications Clerk should possess an associate's degree, a high school diploma, or equivalent plus a minimum of one (1) year work experience in office clerical work.

The Publications Clerk must:

- possess basic computer, word processing, and secretarial skills;
- exhibit a professional attitude, attention to detail, and basic organizational skills;
- have good oral and written communication skills;
- be extremely punctual and have impeccable attendance; and,
- be able to work equally well in collaboration with others and independently.
- possess a valid CNMI driver's license and be able to operate CNMI government vehicles.

Preferred: Legal secretary, website operation, accounting, and/or publication office experience is preferred. College credits and/or business trade school is preferred.

COMPENSATION: This is an ungraded position. The salary range will be \$20,000.00 - \$23,100.00 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 on or before Monday, June 24, 2021, 5:00 p.m. (Chamorro Standard Time) 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 5:00 p.m. (Chamorro Standard Time) **June 24, 2021** and can be seen and a printable copy of the application downloaded at <http://www.nmijudiciary.com>.

THE CNMI JUDICIARY IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.