



COMMONWEALTH LAW REVISION COMMISSION

NORTHERN MARIANA ISLANDS JUDICIARY

House of Justice ♦ Guma Hustisia ♦ Iimwal Aweewe
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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:

STAFF ATTORNEY
LAW REVISION COMMISSION
Announcement # JVA21-033

DUTIES: The successful candidate will work under the general supervision of Chief Justice and/or the LRC Executive Director. The candidate is expected to perform the following Duties and Responsibilities:

- Assist in the production, publication, and periodical revision of the Northern Mariana Islands Commonwealth Code (CMC) consisting of Commonwealth public laws and local laws in conformance with the Commission's scope of authority and already established office legal publishing stylistic standards and strict time lines.
- Assist in the production, publication, and periodical revision of the Northern Mariana Islands Administrative Code (NMIAC) consisting of Commonwealth administrative rules and regulations in conformance with the Commission's scope of authority and already established office legal publishing stylistic standards and strict time lines.
- The preparation of the CMC includes reviewing all public and local laws.
- The preparation of the NMIAC includes reviewing monthly Commonwealth Registers.
- Assist in the compiling and editing of the Reporter series, which includes preparing CNMI Supreme Court (i.e., appellate court) and Superior Court (i.e., trial court) decisions for publication by editing the decisions in conformance with already established office legal publishing stylistic standards and preparing head notes for each Supreme Court decision with analysis for inclusion in a head note digest system and citation tables.
- Assist in the production, publication, and periodical revision of the CMC Index, Digest of Decisions, and other legal publications.
- Research legal issues and prepare legal memorandums as directed by the Executive Director.
- Assist the Office of the General Counsel with procurement, human resources, legal analysis, and other matters as assigned.
- Assist the Office of the General Counsel by reviewing the American Rescue Plan Act and its implementing guidelines and provide legal assistance in all related matters including federal compliance, procurement, audit, contract management, and human resources.
- Perform other duties specified by the Executive Director, including but not limited to, assuming acting director capacity in the absence of the director.

QUALIFICATIONS AND REQUIREMENTS: The Staff Attorney must have a Juris Doctor degree from an ABA accredited law school and be admitted to the CNMI Bar, or admitted to another U.S. jurisdiction Bar Association so that they may qualify for temporary admission to the CNMI Bar as a CNMI government attorney. Directly related codification and/or legal publication experience is preferred but not required.

Keen legal analysis skills; strong writing skills with an excellent grasp of grammar and punctuation; proficient in operating a personal computer and working with MS Word and Adobe Acrobat; and impeccable organizational 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. 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 \$64,000 - \$70,400 per annum.

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
matthew.brown@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>

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.

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.