



# 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 #JVA22-003  
SAIPAN

**DUTIES:** This position works under the general supervision of Executive Director of Law Revision Commission. 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;
- 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 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 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.

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:** This is an ungraded position. The salary range will be \$20,000.00 - \$23,100.00 per annum.

**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.