



COMMONWEALTH LAW REVISION COMMISSION

NORTHERN MARIANA ISLANDS JUDICIARY

House of Justice ◇ Guma' Hustisia ◇ Iimwal Aweewe
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Saipan, MP 96950-2179

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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

The Commonwealth Law Revision Commission (LRC) is looking for a staff attorney. The Commonwealth of the Northern Mariana Islands (CNMI) became the newest member of the American political family when it entered into a Covenant of Political Union with the United States in 1976. Located in the western Pacific Ocean, the CNMI is a tropical paradise with beautiful beaches and clear waters, abundant history, outdoor activities all year round, a variety of ethnic cuisine, and diverse international and indigenous cultures. The LRC, housed within the NMI Judiciary, is the principal codifier and publisher of statutory law, administrative regulations, and Supreme Court decisions. Although LRC is a small office, we take immense pride in our special connection to all three branches of government: maintaining and updating each branch's primary law and providing free and open access to the public at our website. Employment with the NMI Judiciary qualifies under the Federal Public Service Loan Forgiveness program.

DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Executive Director, the staff attorney is responsible for assisting in the production, publication, and revision of the Northern Mariana Islands Commonwealth Code (CMC), Northern Mariana Islands Administrative Code (NMIAC), and the Northern Mariana Islands Reporter (Reporter). The preparation of the CMC consists of reviewing and codifying public laws of a general and permanent nature. The preparation of the NMIAC includes reviewing and codifying rules and regulations promulgated by government agencies and contained in monthly issues of the Commonwealth Register. Preparation of the Reporter series includes editing Supreme Court opinions and preparing headnotes. The Commission produces these publications in conformance with its scope of authority and established legal publishing stylistic standards. The Commission makes these publications available in both print and online formats.

The staff attorney also assists in the publication of miscellaneous legal materials, performs legal research, drafts legal memoranda, and performs other duties as specified by the Executive 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. It is essential to a successful tenure in the Staff Attorney position for candidates to exhibit: keen legal analysis skills; strong writing skills with an excellent grasp of grammar and punctuation; proficiency in operating a personal computer and working with Microsoft Office and Adobe Acrobat; impeccable organizational skills; and ability to work independently and harmoniously with other Commission staff.

Special preference will be given to candidates with directly related codification and/or legal publication experience, including law review, and experience working with HTML or other computer programming and web publishing languages.

Candidates must provide current police and traffic clearances and proof of eligibility to work in the CNMI. Must have a valid drivers license and be able to 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: \$64,000–\$70,400 annually, based on experience. Full-time position.

INTERESTED PERSONS: Application forms are available at the Judiciary Administrative Office at the Guma Hustisia/Iimwal 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.

Please submit a cover letter, resume, writing sample, law school transcript, and copy of bar license to cnmilaw@nmijudiciary.com. Physical documents may be submitted to:

NMI Judiciary
Human Resources
Guma' Hustisia/Iimwal Aweewe/House of Justice
P.O. Box 502165
Saipan, MP 96950
Tel. (670) 236-9818
Cell. (670) 783-8592
Fax. (670) 236-9702

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.

This job announcement will remain open until filled and a printable copy of the application may be downloaded at <https://www.cnmilaw.gov>. For additional information, please contact the Commonwealth Law Revision Commission at (670) 236-9820.

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.