The JUDICIARY
NORTHERN MARIANA ISLANDS
HUMAN RESOURCES OFFICE
P.O. Box 502165 · Saipan, MP 96950
Guma' Hustisia · Susupe
Tel: (670) 236-9818• Fax: (670) 236-9702

EMPLOYMENT OPPORTUNITY

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

INFORMATION SYSTEMS SPECIALIST
Announcement # JVA27-002

DUTIES: The successful candidate will work under the general supervision of the Chief Justice and/or the Director of Court or his/her designee and under the direct supervision of the Systems Administrator. The candidate is expected to perform the following Duties and Responsibilities:

- Maintain and administer computers and other peripheral devices in a domain-based network;
- Perform troubleshooting to diagnose hardware and software issues in person, remotely, and via phone;
- Coordinate with Systems Administrator, outside consultant, and/or local parts suppliers to provide the most efficient methods to resolve issues;
- Offer daily operations and systems support to personnel by responding to problems and questions;
- Provide orientation and guidance to users on how to operate new software and computer equipment;
- Provide orientation and guidance to users on how to traverse the local network and access shared data;
- Set up new workstations with computers and necessary peripheral devices;
- Install software, hardware, and any subsequent upgrades;
- Ensure security and privacy of networks and computer systems;
- Assist with maintaining user passwords and other system security measures;
- Assist with obtaining quotes for technological equipment from international and local vendors;
- Assist with data entry, document imaging, and statistical reports;
- Perform data and electronic processing on the Judiciary's designated platforms including but not limited to MUNIS. Laserfiche, Microsoft Office 36, and other database interface tools;
- Assist with the rollout of updates to computers and other peripheral devices;
- Assist in developing and maintaining local networks in ways that optimize performance; and
- Perform other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS: The Information Systems Specialist should have a high school diploma or equivalent. Must also satisfy one of the following:

(1) Have an associate's degree from a nationally accredited college or university in computer science, information technology, or other appropriate field and have one year of experience in a relevant position; or

(2) Have three years of experience in information technology or other related role or any combination of education and/or experience in a related field or position.

Bachelor's degree is preferred and relevant certifications will be an advantage.
Must have a solid understanding of IT systems, networking and computer software.
Must have the ability to multi-task and work in a fast-paced environment.
Must have strong organizational skills.
Must be a logical problem solver who can operate under constraints.

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.)

Applicants must have the ability to maintain and control sensitive and confidential information, maintain professional records, and uphold office policies. They must have excellent diagnostic and problem-solving skills with an in depth understanding of diverse computer systems, networks, internet security and IT principles. They must have the ability to communicate technical concepts effectively to a varied audience, meet deadlines and manage stress effectively in high-pressure situations. A strong sense of discretion and confidentiality is required.

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 $30,000 – $32,500 per annum.

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 at Kotten Tinian in Tinian and at the 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/Iimwal Aweewe/House of Justice
P.O. Box 502165
Saipan, MP 96950

[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.

Tel. (670) 236-9818
Cell. (670) 783-8592
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.

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