



COMMONWEALTH JUDICIARY ADMINISTRATIVE OFFICE

Guma' Hustisia / Iimwal Aweewe / House of Justice
P.O. Box 502165 • Saipan, MP 96950
Telephone (670) 236-9700/9800 • Facsimile: (670) 236-9702
Website: www.NMIjudiciary.gov

EMPLOYMENT OPPORTUNITY

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

DEPUTY MARSHAL I
Announcement # JVA26-017
On the Island of SAIPAN

DUTIES: The successful candidate will work under the Chief Justice and under the direct supervision of the Chief Marshal in the Marshal Service Division on Saipan which involves the enforcement and execution of judicial orders and assigned law enforcement duties. The duties of this position include, but are not limited to the following:

- Perform general court security duties, including providing safety and security during judicial proceedings, maintaining order in the courtroom and during prisoner processing, providing protection from harm and personal injury to assigned justices, judges, court personnel, clients, jurors and witnesses;
- Provide protection from damage and vandalism to the court facilities, equipment, and other related resources;
- Assist with all necessary inspection and screening of persons and items entering the court facilities, restricting from entry those that are prohibited within the court premises;
- Provide physical and electronic security monitoring of all assigned areas under the control of the Marshals Service Division;
- Provide Protective Service Detail (PSD) personal security for all justices and judges on official business outside the court premises;
- Assist in transporting and escorting prisoners and other detainees who are awaiting court appearance. This includes transporting prisoners to and from the Department of Corrections (or from other locations as instructed) and the courthouse; to and from the courthouse holding cells and the courtrooms;
- Assist in protecting and transporting jurors and other court personnel during jury trial and deliberation;
- Assist with court bailiff functions, community policing, community supervision, compliance checks;
- Assist in the preparation of reports of service and no-service, including submission of daily activity and incident reports;
- Provide the general public with direction and general information on all judicial service locations with the courthouse;
- Provides assistance to superiors and other law enforcement personnel, particularly in operations, dispatching information;
- Prepares official reports with clarity and completeness on reports submitted to supervisors during the duty shift;

- Coordinates incoming requests for service at the Marshals Service Division and dispatch personnel in an efficient manner which will serve the public;
- Ensure proper handling and disposition of all in-custody prisoners/detainees; provide security, enforcement of established rules and regulations and others, which are provided herein. This critical task requires Deputies to escort prisoners/defendants to hearings as directed;
- Assists in all phases of law enforcement operations, including conducting investigations related criminal cases and or complaints of alleged violation of law, rules, and regulations filed with the Judiciary;
- Serves summons subpoenas and other official documents;
- Examines files and secures evidence and records as required;
- Serves warrants for arrests, searches, and seizures as necessary;
- Possess skills necessary for the use of and care of firearms, and performs and enforces the CNMI Weapons Control Act and Federal Firearms Regulations. Applicant is required to pass either a CNMI Law Enforcement or Federal Firearms Certification course and meet the criteria for annual firearms qualification to carry firearms under the Marshals Service Division Firearms Standard Operating Procedures;
- Must meet the physical fitness and agility requirements testing standards approved by the Chief Marshal or designee;
- Attends and successfully completes all training courses as directed by the Chief Marshal, including but not limited to, any law enforcement officers training courses offered through the Northern Marianas College, local law enforcement and Federal law enforcement agencies;
- Assists the other Deputy Marshals in their duties; and
- Perform other related duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

Candidate must have a high school diploma or equivalent. Must also satisfy a minimum of two (2) years of experience in law enforcement; or one-year college level education in criminal justice or related field of study.

Law Enforcement Academy Training preferred, but not required.

Successful candidates must complete and pass law enforcement training, including firearms qualification, during the probationary period.

Military experience may be considered; successful candidates with only military background must complete additional law enforcement training during the probationary period.

Must have the ability to maintain and control sensitive and confidential information, maintain records professionally, and uphold office policies. Must be proficient with the use of general office software including but not limited to Microsoft Word and Excel.

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 is an ungraded position appointed and served at the pleasure of the Chief Justice. The salary range will be \$25,000.00 to \$27,000.00 annually.

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 at Kotten Tinian in 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
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.

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.