The JUDICIARY
NORTHERN MARIANA ISLANDS
COMMONWEALTH JUDICIARY ADMINISTRATIVE OFFICE
P.O. Box 502165 · Saipan, MP 96950
Guma' Hustisia · Susupe
Tel: (670) 236-9715 • Fax: (670) 236-9702

EMPLOYMENT OPPORTUNITY
LAW CLERK
Supreme Court, Northern Mariana Islands

The Supreme Court of the Northern Mariana Islands is seeking a highly motivated individual for the position of:

LAW CLERK
Announcement # JVA27-004
(Starting August 11, 2027)

DUTIES: The successful candidate will work under the general supervision of ASSOCIATE JUSTICE ROBERTO C. NARAJA on the island of Saipan. The duties of this position include, but are not limited to the following:

- Performing legal research and writing, as directed;
- Preparing and drafting orders, decisions, opinions, and judgments;
- Compiling references on laws and decisions necessary for legal determinations;
- Conferring with the justices concerning legal questions, construction of documents, and granting of orders;
- Reviewing and editing the work of other law clerks and working collaboratively in a professional manner;
- Researching and drafting court rules and procedures;
- Attending court proceedings to hear oral arguments and record necessary case information;
- Assisting in community outreach programs, such as moot court and mock trial, as directed by the justices or their designee;
- Assisting with court administrative projects and assignments, including drafting of reports, policies and procedures; and
- Completing other duties assigned by the supervising justice or designee.

QUALIFICATIONS AND REQUIREMENTS: The Law Clerk must have a law degree from an ABA-accredited law school and be able to work both independently as well as with others. The applicant must take a bar examination in any U.S. state or territory prior to the start of employment.

Essential qualities of the Law Clerk are keen legal analysis skills; strong writing skills with an excellent grasp of grammar and punctuation; proficiency in operating a computer and working with MS Word and Adobe Acrobat; and impeccable organizational skills. Must have the ability to maintain sensitive and confidential information, maintain records professionally, and uphold office policies.

Candidate must provide current police and traffic clearances and proof of eligibility to work in the Northern Marianas. Applicants given a conditional offer of employment with the 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.)

COMPENSATION AND TENURE: This position is appointed by and serves at the pleasure of the Chief Justice or his designee. The salary will be $70,000 per annum. The selected applicant should be available to start on August 11th, 2027 and the contract is a for a term of 2 years.

APPLICATION AND SUPPORTING DOCUMENTS: Application forms are available at https://www.nmijudiciary.gov/employment; at the Human Resources Office at the Guma' Hustisia on Saipan, Kotten Tinian, and Rota Centron Hustisia during normal business hours. Completed applications, cover letter, resume, transcripts, two legal writing samples (non-collaborative), one or two letter(s) of recommendation, and three references shall be submitted electronically to:

JUDY T. ALDAN
SUPREME COURT CLERK OF COURT
Tel. (670) 236-9718
Judy.Aldan@NMIjudiciary.gov

An electronic courtesy copy must also be provided to the Judiciary's Human Resource Division at HR.Judiciary@NMIJudiciary.gov.

This job announcement will remain open until filled. The Judiciary reserves the right to rescind or cancel this Employment Opportunity announcement at any time without notice.

THE JUDICIARY IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.