



COMMONWEALTH JUDICIARY ADMINISTRATIVE OFFICE

Guma' Hustisia / Iimwal Aweewe / House of Justice
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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:

PROGRAM SPECIALIST

On the island of SAIPAN
Announcement # JVA20-006

DUTIES: The successful candidate will work under the general supervision of the Chief Justice and under the direct supervision of the Director of Courts under the rules promulgated by the Judicial Council and the Supreme Court. The candidate is responsible for assisting with administrative functions related to local and federally-funded court programs. The candidate is expected to perform the following duties and responsibilities, but are not limited to the following:

- Research sources of program grants or funds at the local, regional, and national level;
- Assist with the development of specific programs and scope of work, including proposed budget and anticipated strategies and outcomes;
- Compile and review information necessary for funding solicitations, applications, or awards;
- Draft responses and reports relevant to funding solicitations, applications or awards;
- Assist with budget analysis and cost review for personnel, operational items, incentive purchases, and other financial factors as applicable to program goals;
- Assist with the draft, review and completion of physical, digital and web-based funding registration, applications, forms, and reports;
- Review, track, and report on internal and external factors related to funding registration, solicitations, application or awards;
- Assist with the drafts of monthly, quarterly, close-out or other standard program progress reports;
- Assist with records handling and funds tracking for designated programs;
- Maintain and improve upon existing paper and digital filing systems related to general correspondence, funding applications, awards, funds status, quarterly and other performance reports;
- Develop knowledge and maintain current updates on program and funding compliance requirements and assist court personnel and program partners in meeting compliance mandates;
- Create forms and fill-type documents for internal compliance controls and assist with training of proper use of documents;
- Monitor program compliance, including maintaining date certain tasks, services and items inventory;
- Adhere to local and federal document and information retention requirements and complies with all applicable procurement operating procedures, regulations, and statutes;
- Assist in the procurement process for program proposals, expenditures, and delivery of services or items;

- Coordinate compliance controls and program monitoring with the Director of Courts or his/her designee to ensure proper fiscal administration of funds and activities;
- Implement audit prerequisites and assist with procedures for funds, performance, or inventory audits;
- Foster and maintain professional network with internal and external fund managers and program officers and maintain registry of contacts information;
- Provide standard administrative support for designated projects as assigned by the Director of Courts or his/her designee;
- Maintain and submit performance tracking reports to the Director of Courts or his/her designee; and
- Perform other duties as assigned by the Chief Justice.

QUALIFICATIONS AND REQUIREMENTS: The Program Specialist must have a high school diploma or equivalent. Must also satisfy one of the following: (1) Have a bachelor's degree from a nationally accredited college or university in public or business administration, economics, finance, business management or accounting or related field and at least two years of experience in research and writing, responding to and/or evaluating grant proposals and applications, contracts and reports, or related areas; OR (2) six years experience in research and writing, general administrative and financial management, or related field.

The person must be skilled with the use of computers, internet, general office equipment, and other electronic devices standard to the justice system.

Software proficiency is required, especially with Microsoft Office programs such as Word, Excel and PowerPoint. The person must have a valid CNMI driver's license and be able to operate a government vehicle'

COMPENSATION AND TENURE: This position is appointed by and serves at the pleasure of the Chief Justice. The salary range will be \$28,000 - \$30,000 annually.

INTERESTED PERSONS may obtain application form at the Marianas Business Plaza, Suite 212 on the second floor or Window #3 at the front of the Guma Hustisia/Imwal Aweewe/House of Justice in Susupe, or at the Superior Court offices on Kotten Tinian and Centron Hustisia in Rota. Completed applications, cover letter, and three references should be submitted to:

Human Resources
Guma Hustisia/Imwal Aweewe/House of Justice
P.O. Box 502165
Saipan, MP 96950
Tel. (670)234-4252
Cell. (670) 783-8592
Fax. (670) 236-9702
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.justice.gov.mp>.

THE CNMI JUDICIARY IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.