



Law Revision Commission

Judiciary of the Commonwealth of the Northern Mariana Islands

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VACANCY ANNOUNCEMENT

STAFF ATTORNEY—LAW REVISION COMMISSION

DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Executive Director/Judiciary General Counsel, the staff attorney will be responsible for assisting in the production, publication, and revision of the Northern Marianas 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, and the preparation of the NMIAC includes reviewing and codifying rules and regulations contained in monthly Commonwealth Registers. Preparation of the Reporter series includes editing Supreme Court decisions 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 will also assist in publishing miscellaneous legal materials, performing legal research, drafting memoranda and policies, and performing other duties for the Law Revision Commission and NMI Judiciary as specified by the Executive Director/Judiciary General Counsel.

QUALIFICATION REQUIREMENTS:

Required: Juris Doctor degree from an ABA accredited United States law school. Admitted to practice law in the CNMI, or admitted to practice law in a U.S. jurisdiction and eligible to be temporarily admitted to the CNMI Bar Association as a CNMI government attorney for a four-year period. Keen legal analysis and 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; strong organizational skills; and capability to work independently and harmoniously with other Commission staff.

A successful candidate must pass a police background check, court records check, drug test, and provide proof of eligibility to work in the United States as a condition of employment.

Preferred: Directly related codification and/or legal publication experience, including law review. Experience working with HTML or other computer programming and web publishing languages.

COMPENSATION: \$45,000-\$52,000 annually depending on experience. Full-time position.

HOW TO APPLY: Please submit a cover letter, resume, writing sample, and law school transcript to cnmilaw@justice.gov.mp no later than April 18, 2016. Applicants are strongly encouraged to apply immediately, as completed application packets will be reviewed and interviews may be conducted on a rolling basis. The Commission may fill the position at any time after posting, which may occur even prior to the application deadline, with any qualified candidate. For additional information, please contact the Commonwealth Law Revision Commission at (670) 236-9820 or visit our website at www.cnmilaw.org.

The CNMI Judiciary is an equal opportunity provider and employer.