



# COMMONWEALTH LAW REVISION COMMISSION

## NORTHERN MARIANA ISLANDS JUDICIARY

House of Justice ◇ Guma Hustisia ◇ Iimwal Aweewe  
P.O. Box 502179  
Saipan, MP 96950-2179

<http://www.cnmilaw.org>

Tel: (670) 236-9820  
Fax: (670) 236-9897  
[cnmilaw@justice.gov.mp](mailto:cnmilaw@justice.gov.mp)

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### VACANCY ANNOUNCEMENT JVA19-007 EXECUTIVE LEGAL ASSISTANT—LAW REVISION COMMISSION DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Executive Director/Judiciary General Counsel, the legal assistant will be responsible for assisting in the production, publication, and revision of the Northern Mariana 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 legal assistant will also assist the Judiciary General Counsel with legal research, document preparation, and procurement.

### QUALIFICATION REQUIREMENTS:

*Required:* The Executive Legal Assistant must have at least a Bachelor's Degree from an accredited university and at least one year of experience in the field of legal research, writing, and analysis or the equivalent legal education from an accredited university. The Executive Legal Assistant should possess strong writing skills with an excellent grasp of grammar and punctuation, a proficiency in advanced features of Microsoft Office and Adobe Acrobat, and impeccable organizational skills.

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. Familiarity with contract law, contract drafting, and procurement processes.

**COMPENSATION:** Starting at \$40,000 annually. Full-time position.

**HOW TO APPLY:** Please submit a cover letter, resume, writing sample, university transcript, and recommendation letter, to [cnmilaw@justice.gov.mp](mailto:cnmilaw@justice.gov.mp). Complete applications are due on or before February 7, 2019. For additional information, please contact the Commonwealth Law Revision Commission at (670) 236-9820 or visit our website at [www.cnmilaw.org](http://www.cnmilaw.org).

**The CNMI Judiciary is an equal opportunity provider and employer.**



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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 Mariana 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 provide periodic training to Judiciary staff and other government agencies on topics such as: codification, legal research, and human resource policies and procedures. The staff attorney will also assist the Judiciary General Counsel with legal research, document preparation, and procurement.

### 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. A successful candidate will possess 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; and strong organizational skills. Additionally, a successful candidate will be capable of working independently and harmoniously with other Commission staff and maintaining absolute confidentiality of work-related issues, records, and information.

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. Familiarity with contract law, contract drafting, and procurement processes.

**COMPENSATION:** Starting at \$50,000 annually. Full-time position.

**HOW TO APPLY:** Please submit a cover letter, resume, writing sample, law school transcript, and copy of license to practice, to [cnmilaw@justice.gov.mp](mailto:cnmilaw@justice.gov.mp). This position will remain open until filled. For additional information, please contact the Commonwealth Law Revision Commission at (670) 236-9820 or visit our website at [www.cnmilaw.org](http://www.cnmilaw.org).

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