

Full Public Notice In Re: VACANCY ANNOUNCEMENT NO. 13-01

United States District Court for the Northern Mariana Islands

CLERK OF COURT / PART-TIME MAGISTRATE JUDGE

**Location: GARAPAN, SAIPAN, MP FULL-TIME, 4-Year Term
Compensated at Judicial Salary Plan JSP-16**

OPENING: January 7, 2013 CLOSING DATE: January 25, 2013 at 3:30 pm

Position becomes available April 15, 2013

POSITION OVERVIEW

The United States District Court for the Northern Mariana Islands is seeking applicants for the combined position of Clerk of Court / Part-Time Magistrate Judge. The court is a consolidated U.S. District and Bankruptcy Court, located in Saipan, Northern Mariana Islands.

The term of the office is four (4) years. The anticipated start date for the selected applicant will be on or after April 15, 2013. The salary for the position is governed by the United States Courts Judiciary Salary Plan (JSP) and classified as JSP-16. The current annual salary of the position is \$133,389 plus 13.84% COLA for a total of \$151,850. Benefits include paid Federal holidays, annual and sick leave at standard Federal employee accrual rates, participation in the Federal employee retirement programs, health insurance, life insurance, and other optional insurance coverage. Employees are required to receive payroll by electronic direct deposit only.

Position Qualifications

Please note that because the Clerk of Court / Part-Time Magistrate Judge is a combined position, candidates must meet the qualifications for both Clerk of Court and Part-Time Magistrate Judge to be considered.

Part-Time Magistrate Judge Duties and Qualifications

The judicial duties of the combined Clerk of Court / Part-Time Magistrate Judge position may include: (1) conducting preliminary proceedings in criminal cases; (2) trying and disposing of misdemeanor cases; (3) conducting various pretrial matters and evidentiary proceedings on delegation from the District Judge; and (4) trying and disposing of civil cases upon consent of the litigants. The basic jurisdiction of a United States Magistrate Judge is specified in 28 U.S.C. § 636.

To be qualified for appointment to a Part-Time Magistrate Judge position, an applicant must:

- (1) Be and have been for at least five (5) years, a member in good standing of the bar of the highest court of a state, the District of Columbia, the Commonwealth of Puerto Rico, the Territory of Guam, the Commonwealth of the Northern Mariana Islands, or the Virgin Islands of the United States;
- (2) Have been engaged in the active practice of law for a period of at least five (5) years. The court may consider as substitute experience for the active practice of law the following, including any combination thereof:

- a. Judge of a state court of record or other state judicial officer.
 - b. United States Magistrate Judge, Bankruptcy Judge, or other Federal judicial officer.
 - c. Attorney for Federal or State agencies.
 - d. Law clerk to any judge or judicial officer (limited to two (2) years).
 - e. Other legal experience which is suitable as a substitute in the opinion of the Chief Judge of the court.
- (3) Be competent to perform all the duties of the office; be of good moral character; be committed to equal justice under the law; be patient and courteous; and be capable of deliberation and decisiveness;
 - (4) Be less than seventy (70) years old at time of appointment; and
 - (5) Not be related to a judge of the District Court within the degrees specified in 28 U.S.C. § 458.

Clerk of Court Duties and Qualifications

The Clerk of Court position is a high level management position which functions under the direction of the Chief Judge of the court. The Clerk of Court is responsible for managing the administrative activities of the court and overseeing the performance of the statutory duties of the office.

The Clerk of Court duties include:

- (1) Consulting with and making recommendations to the judges regarding court policies and procedures;
- (2) Hiring and assigning personnel as well as designing and managing training programs;
- (3) Preparing and managing the annual budget;
- (4) Conducting special studies as directed and preparing statistical and narrative reports;
- (5) Working with various governmental agencies on a variety of matters necessary to court activities such as data processing, fiscal and personnel;
- (6) Directing through subordinate staff the court’s financial service function including purchasing, juror payments, and accounting functions;
- (7) Directing staff responsible for the processing of civil and criminal cases, the issuance of process and the maintenance of official records in the custody of the court; and
- (8) Managing the jury operations of the court and making recommendations as required to improve juror utilization.

To be qualified for appointment as a Clerk of Court, candidates must meet the following standards:

(1) Experience

a. General

A minimum of ten (10) years of progressively responsible administrative experience in public service or business which provides a thorough understanding of organizational, procedural and human aspects in managing an organization.

b. Management Responsibility

At least three of the 10 years experience must have been in a position of substantial management responsibility.

c. Practice of Law: Active Practice

An attorney who is in the active practice of law in either the public or private sector may substitute said active practice on a year-for-year basis for the management or administrative experience requirement.

(2) Educational Equivalents

a. Undergraduate

Education in a college or university of recognized standing may be substituted for a maximum of three (3) years of the required general experience on the basis of one academic year of education equals nine (9) months of experience. A bachelor's degree from a college or university of recognized standing may be substituted for three (3) years of the required general experience. Preferably such degree should have included courses in law, government, public, business or judicial administration or related fields.

b. Postgraduate

A postgraduate degree in public, business or judicial administration from such a college or university may be substituted for one additional year of the required general experience.

(3) Legal

A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.

Citizenship Requirement

Applicants are required to be United States citizens or otherwise eligible to work in the U.S.

Selection and Appointment for this Position

The court is required by law to establish a Merit Selection Panel to consider this appointment. The Merit Selection Panel composed of attorneys and other members of the community will review all applicants and recommend to the Chief Judge in confidence the five (5) persons it considers best qualified. The court will make the appointment following a 15-year FBI full-field investigation and an IRS tax check of the applicant selected by the court for appointment. Although this position will be available on April 15, 2013, the appointment cannot be made until completion of the FBI and IRS background investigation of the selected candidate. An affirmative effort will be made to give due consideration to all qualified applicants without regard to race, color, age (40 and over), gender, religion, national origin, or disability. The United States District Court is an Equal Opportunity Employer.

Application Procedure

Application forms may be obtained from the U.S. District Court at the 2nd Floor of the Horiguchi Building, P.O. Box 500687, Saipan, MP 96950, or by electronic download from the court's Internet website at <http://www.nmid.uscourts.gov>.

Submit a Cover Letter, United States Magistrate Judge Application Form, AO-78 Application for Judicial Branch Federal Employment form, and any necessary attachments to these forms, in hard-copy, not by electronic mail. All applications must be signed by the applicant personally. Please submit one

(1) original and five (5) copies of the Cover Letter and Application Forms. Applications must be received by **Friday, January 25, 2013, at 3:30 pm. Saipan local time.**

Application packages should be directed to:

Honorable Ramona V. Manglona, Chief Judge
United States District Court for the Northern Mariana Islands
123 Kopa di Oru Street
P.O. Box 500687
Saipan, MP 96950

All applications will be kept confidential, unless the applicant consents to disclosure, and all applications will be examined only by members of the Merit Selection Panel and the Chief Judge of the District Court. The Panel's deliberations will remain confidential.