



Commonwealth of the Northern Mariana Islands Office of the Attorney General

2nd Floor Hon. Juan A. Sablan Memorial Bldg.
Caller Box 10007, Capitol Hill
Saipan, MP 96950

EDWARD MANIBUSAN
Attorney General

LILLIAN A. TENORIO
Deputy Attorney General

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

JOB TITLE: ASSISTANT ATTORNEY GENERAL, CIVIL DIVISION

The Office of the Attorney General of the Commonwealth of the Northern Mariana Islands is currently seeking applicants for the position of Assistant Attorney General. The Commonwealth of the Northern Mariana Islands (CNMI) is a government in political union with the United States of America. It consists of several islands in the Pacific Ocean located north of Guam, including the islands of Saipan, Tinian, and Rota. The Commonwealth judiciary consists of five Superior Court judges and a Supreme Court consisting of three justices. The Commonwealth is part of the United States Court of Appeals for the Ninth Circuit.

The successful applicant must be a member of a state or territorial bar association in good standing, making him or her eligible for a four-year temporary admittance to the Commonwealth Bar as a government attorney. Applicants must demonstrate a dedication to serving as a civil servant and a commitment to developing the case preparation, research, and courtroom skills necessary for civil litigation and agency representation. Working knowledge of the rules of federal rules of civil procedure, especially in the areas of motion practice and discovery, is essential. Familiarity with constitutional law, administrative hearing procedures, and government procurement is preferable. Applicant must possess strong academic credentials from an ABA-accredited law school, demonstrate excellent writing and advocacy skills, and have a proven record of creative thinking and working effectively in a team environment. Starting salary will be adjusted commensurate to the successful applicant's date of admission to a bar. The term of the initial contract for the successful applicant will be two years.

NATURE OF WORK: This position is located at the CNMI Office of the Attorney General and is under the general supervision of the Attorney General and/or his designee. The incumbent would represent the CNMI Government and its executive branch government agencies.

DUTIES AND RESPONSIBILITIES:

- Responsible for representing government agencies in all in-house legal matters including contract review, administrative hearings, government procurement, and litigation;
- Draft legal memoranda, opinions, and regulations;
- Draft motions, pleadings, and other legal documents in civil litigation matters and appears on behalf of the government of the Commonwealth of the Northern Mariana Islands and/or executive branch agencies;
- Perform such acts as may be incidental to the exercise of the functions, powers, and duties set forth in the Commonwealth Constitution and statutes;
- Perform other duties as assigned.

Benefits include airfare, a relocation assistance stipend of \$3,000-\$5,000, health insurance, life insurance, competitive retirement benefits, paid holidays, paid vacation days, and paid sick leaves. In addition, the CNMI has warm weather year-round, beautiful beaches with crystal clear blue waters, and offers world famous scuba diving. CNMI residents are subject to significantly lower tax rates and are not required to file or pay federal income taxes. Employees qualify for student loan forgiveness under the Public Service Loan Forgiveness Program.

CONTACT:

Tina S. Deleon Guerrero, Manager, Administrative Services
Email: tina_deleonguerrero@cnmioag.org

Civil Division

Telephone: (670) 237-7500
Facsimile: (670) 664-2349

Criminal Division

Telephone: (670) 237-7600
Facsimile: (670) 234-7016

Attorney General's Investigative Division

Telephone: (670) 237-7625
Facsimile: (670) 234-7016

Domestic Violence Intervention Center

Telephone: (670) 664-4583
Facsimile: (670) 664-4589

***Please send cover letter, resume, two writing samples, a list of three (3) references and date of availability should an offer be extended.