EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DATE OF POSTING: May 27, 2014

JOB TITLE: CHIEF PROSECUTOR, CRIMINAL DIVISION, OFFICE OF THE ATTORNEY GENERAL

The Office of the Attorney General of the Commonwealth of the Northern Mariana Islands is currently seeking applicants for the position of Chief Prosecutor. The successful applicant will serve as head of the Criminal Division, Office of the Attorney General. The Commonwealth 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 four-year temporary admittance to the Commonwealth Bar as a government attorney. He or she will have a minimum of five years of experience working as a criminal prosecutor and/or experience as a prosecutor plus experience managing a professional office and staff. Ideal candidates will have prior experience managing a professional office and superior communication and project management skills. Starting salary will be adjusted commensurate to the successful applicant’s level of experience. 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 represents the Office of the Attorney General in all prosecution activities.

DUTIES AND RESPONSIBILITIES:
- Responsible for the prosecution and appeal of all Commonwealth criminal cases, including juvenile cases, felony, misdemeanor, and traffic cases;
- Manages a staff of seven attorneys, including assignment of cases and supervision of case progression, as well as numerous support staff;
- Serves as point of contact in the Criminal Division and maintains positive working relationships with local and federal law enforcement, the CNMI judiciary, the CNMI Bar Association, and other outside government and private agencies;
- Prepares and manages annual budget for the Criminal Division;
- Trains new attorneys and support staff on the OAG Criminal Division policies and procedures, as well as on how to practice to the standards of the Criminal Division before the CNMI Superior Court;
- Reviews warrants and signs off on charging documents on behalf of the Criminal Division;
• Coordinates with the Office of the Public Auditor on prosecution of government abuse and white-collar crimes;
• Coordinates with heads of other OAG Divisions: Civil, Administrative, and Investigative;
• Carries a case load as a member of a prosecution team specializing in a specific felony area.
  Responsibilities in this area include:
  • Drafting motions, pleadings, and other legal documents common to criminal law practice and appears on behalf of the government of the Commonwealth of the Northern Mariana Islands;
  • Providing legal advice to the legislature in the preparation of legislation concerning criminal matters;
  • Investigating cases to ensure adequate prosecution; reviews the police investigation and reports to ensure that the gathering of evidence, interviewing, etc. are performed appropriately;
• Performs such acts as may be incidental to the exercise of the functions, powers, and duties set forth in the Commonwealth constitution and statutes;
• Performs other duties as assigned.

CONTACT:
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***Please send cover letter, resume, two writing samples, a list of three references, and date of availability should an offer be extended***

Applicants will be considered on a rolling basis.