

VACANCY ANNOUNCEMENT NO. 26-02
United States District Court for the Northern Mariana Islands

ADMINISTRATIVE SUPPORT CLERK

Permanent, Full-Time Position - Location: SAIPAN, NORTHERN MARIANA ISLANDS (CNMI)

Starting grade: CPS CL 24 to CL 25 (\$44,701 to \$49,361 plus 11.88% COLA)*

*Minimum starting salary dependent on experience and qualifications

Opening Date: August 7, 2026 • Applications received by August 17, 2026, will be given priority.

POSITION OVERVIEW:

This is an entry level operational and administrative support position with potential for promotion without further competition. The position includes mixed duties that provide a variety of administrative and technical assistance to ensure the smooth and efficient management of the office. This position assists in the areas of case administration, human resources, and procurement. Duties may include filing, scanning, copying, inputting data, answering phones, typing, formatting, assembling reports, and assisting customers.

MINIMUM AND PREFERRED QUALIFICATIONS:

Applicants should have a strong administrative support background with organizational, time management, and problem-solving skills, and the ability to work collegially within a small team. Applicants must be a high school graduate or equivalent, with at least two years of general work experience and at least one year of specialized experience. Education may be substituted for work experience. Additional preference will be given to applicants with college degrees or other advanced degrees. Applicants should demonstrate sound discretion, ethics and judgment; be able to communicate effectively in English (orally and in writing); and demonstrate basic computer proficiency. Proficiency in using Microsoft Office, Adobe Acrobat, general online research and case management systems preferred.

BENEFITS:

Extensive federal employment benefits (paid leave and holidays, health insurance, life insurance, and retirement). See details at the United States Courts website: <https://www.uscourts.gov/careers/benefits>.

CITIZENSHIP REQUIREMENT AND NOTICE TO APPLICANTS:

Applicants must be U.S. citizens or authorized to work in the United States. Selectees are subject to a background investigation, which includes fingerprinting and a credit check, suitability determination, and future periodic background investigations. Appointments are "at will" and may be terminated with or without cause. Employees must comply with the Code of Conduct for Judicial Employees and mandatory direct bank deposit of payroll required.

APPLICATION PROCEDURE:

Each applicant is required to submit a Cover Letter, Resume, list of 2 references with contact information (phone number and email address) and an AO-78 application form. AO-78 forms and a complete position description are available on our website at: <https://www.nmid.uscourts.gov/employment-opportunities>. Position is open until filled, with priority for applications received by August 17, 2026. Because of the large number of applications that the Court expects to receive, the Court may only communicate with the applicants selected for interviews.

Email applications with supporting documents as a single PDF file to: HR@nmid.uscourts.gov

If needed, you may hand-deliver applications to the Clerk's Office at the United States District Court for the Northern Mariana Islands, 1671 Gualo Rai Rd., 3rd Floor, Gualo Rai, Saipan.

*The United States District Court is an Equal Opportunity Employer
in accordance with Judiciary Policy.*