



CATALINA L. TEBIT
Acting Chairperson, CSC

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT

P.O. BOX 5153 CHRB, SAIPAN, MP 96950-5153
CSC TEL NO: (670) 233-1606 | FAX NO: (670) 233-4096
OPM TEL. NO: (670) 234-6925 / 6958 / 8036 | FAX NO. (670) 234-1013
CSC website: <http://www.cnmisc.net> | OPM website: <http://www.cnmiopm.net>



ISIDRO K. SEMAN
Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 19-042
OPENING DATE: 3/15/19
CLOSING DATE: 3/29/19

This examination is for the purpose of developing an Open Competitive and Promotional Eligible list. It is the policy of the Commonwealth of the Northern Mariana Islands that the personnel system will be applied and administered according to the principle of equal opportunity for all citizens and nationals as defined by the Northern Marianas Commonwealth Constitution regardless of age, race, sex, religion, political affiliation or belief, marital status, disability or place of origin.

POSITION AND SALARY: Victim Advocate

PL 15/01-15/07
\$29,857.37 - \$40,011.73 P/A

The salary given will be determined by the qualification of the appointee.

LOCATION: Department of the Attorney General, SAIPAN
Criminal-Victim Witness Advocacy Unit

DUTIES:

Meets with victims to provide general information about domestic violence. Provides an overview of the criminal justice system as it relates to the persecution of domestic violence cases. Provides information and referrals of available victim support services. Provides counseling and safety planning with the victim. Works with the Prosecutor's office and the victim to prepare court testimony. Provides case information and notification to the victim of all court related. Assists the victim with the development of Victim Impact Statements. Advocates for the needs of the victim to the Department of Public Safety and the courts. Provides case management services for the victim as well as serves as a liaison between the victim, social service agencies, the department of Public Safety, the Prosecutors office, and the justice system. Coordinates transportation, child care, and employment leave, as needed by the victim. Coordinates interpretation services as needed by the victim for all meeting pertaining to their names. Assists in the reviews and development of legislation, memorandum of understanding, and victim services as they relate to domestic violence and the role of the victim advocate and the domestic violence task force. Reviews daily domestic violence complaints processed through the Department of Public Safety, contacts victims and offers services. Reviews domestic violence complaints for case management with the Prosecuting Attorney assigned to handle such cases. Informs victims of their rights as a victim and advocates for their needs. Accompanies victim to all court hearings. Distributes agenda and takes minutes of all Domestic Abuse Task Force meeting. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or university with a BS Degree in either Criminal Justice, Social Services or related field; plus four (4) years of directly related experience. Copy of diploma/degree or official transcript and police clearance must be attached to the application.

CONDITIONAL REQUIREMENTS: This position is "**COVERED**"; Is eligible to receive overtime payment for overtime hours performed pursuant to Part IV.B16 of the Personnel Service System Rules and Regulation (PSSR/R), Part I.7C of the Excepted Service Regulation (ESR) and the Fair Labor Standards Act (FLSA).

NOTE: Education and training claimed under item 24(A) through (H) of the Application for Employment must be substantiated by an official school transcript, diploma or certificate. FAILURE TO PROVIDE THE REQUIRED DOCUMENTS WILL RESULT IN AUTOMATIC DISQUALIFICATION.

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Personnel Management
Springs Plaza, Gualo Rai
Saipan, MP 96950

Office of Personnel Management
Songsong Village
Rota, MP 96951

Office of Personnel Management
San Jose Village
Tinian, MP 96952