



Office of the Public Auditor

Commonwealth of the Northern Mariana Islands

Website: <http://opacnmi.com>

1220 Route 312, Capitol Hill, Saipan, MP 96950

Mailing Address:
P.O. Box 501399
Saipan, MP 96950

E-mail Address:
mail@opacnmi.com
Phone: (670) 322-6481

EXAMINATION ANNOUNCEMENT NO.: OPA-24-001

OPENING DATE: June 21, 2024

CLOSING DATE: July 5, 2024

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 shall 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: Legal Counsel

**PL-UNGRADED
\$65,000-\$85,000 P/A**

The salary given will be determined by the qualifications of the applicant.

LOCATION: Office of the Public Auditor (OPA), Capitol Hill, Saipan

DUTIES:

- Implement and maintain the legal processes necessary to effect the privileges, obligations, and rights of OPA.
- Offer advice and direction to the Public Auditor through clear verbal communication and various written materials that directly shape essential decisions.
- Offer comprehensive research, analysis, and solutions across a range of legal areas, including interpreting statutes, assisting in reviewing proposed and current legislation, upholding CNMI and Federal constitutional principles, advising on criminal law and procedures, handling Open Government Act, Freedom of Information Act, and Privacy Act issues, navigating procurement and fiscal law, addressing conflicts of interest, and ensuring ethical compliance.
- Ensure OPA's actions comply with relevant statutes, case precedent, regulations, rules, and interagency agreements.
- Support OPA's statutory responsibility to audit, investigate, review, and assist in developing a preventive program to address fraud, waste, and abuse.
- Provide expert legal advice and counsel to the Public Auditor, OPA senior management, and OPA staff on a wide range of complex legal issues involving areas of law affecting OPA's legal mandates and other related laws, regulations, and policies, including civil, criminal, and administrative procedure, fraud, waste and abuse, appropriations, procurement, grants, disclosure statutes, conflicts of interest, ethics, employee standards of conduct, and discipline.
- Thoroughly review written communications as needed, paying close attention to detail and accuracy.
- Draft and review various legal documents including statutes, regulations, rules, contracts and related materials.
- Collect information and evidence for decision making purposes by management.
- Represent OPA before judicial, administrative, or quasi-judicial agencies of the government.
- Conduct or oversee investigations without supervision.
- Conduct legal research on Civil, Administrative, and Criminal matters.
- Respond to ethical inquiries and other ethical matters presented to OPA.

- Formulate OPA policy on using OPA’s subpoenas during audits and investigations.
- Provide specialized training to OPA professionals on elements of criminal offenses and the collection, evaluation, and preservation of evidence necessary for successful prosecution.
- Assist in developing and structuring OPA fraud investigations.
- Prepare and evaluate legislative testimony affecting OPA.
- Assess information developed during investigations to determine whether there is reasonable cause to believe there has been a violation of local and federal criminal law.
- Assess information developed during investigations to determine whether the case meets the beyond all reasonable standards of proof for prosecution.
- Communicate with prosecuting attorneys and civil attorneys regarding OPA civil or criminal investigation referrals for consideration.
- Handle various legal and policy issues involving OPA administrative operations, including travel, personnel, standards of conduct, and internal OIG directives.
- Act as OPA liaison to outside local and federal agencies.
- Perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

J.D. from a U.S. accredited law school, a member in good standing of a bar in a jurisdiction within the United States or its Territories, and eligible to practice law in the CNMI, with at least ten (10) years of experience in the public sector (or equivalent). Experience in the areas of criminal law, procurement, ethics, human resources, campaign laws, investigations and civil and criminal litigation is preferable. Salary is commensurate with experience.

Please submit a cover letter, completed application form for employment, resume, copy of degree/official transcript, criminal/police clearance, proof of citizenship (copy of valid passport/birth certificate), and a copy of valid driver’s license. All documents must be attached to the application.

CONDITIONAL REQUIREMENTS:

This position is **“EXEMPT”**; and is not eligible to receive overtime payment for overtime hours performed pursuant to NMIAC §10-20.2-340 (a) of the Personnel Service Rules and Regulations (Part IV.B16), NMIAC §120-10-115 (d) of the Excepted Service Personnel Regulations (Part 1.7C), NMIAC §130-20-210 (d) of the OPA Personnel Regulations, and the Fair Labor Standards Act.

Also, pursuant to 1 CMC §2305, OPA employees may not actively engage in any other business, profession, or governmental office.

NOTE: Education and training claimed under item 19(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 MAY SEND THEIR CURRENT APPLICATION FORMS BY MAIL, EMAIL OR HAND DELIVERY TO:

Office of the Public Auditor
 Building 1220, Route 312, Capitol Hill
 P.O. Box 501399, Saipan MP 96950
 Email: mail@opacnmi.com

The Application for Employment form is available for download at www.opacnmi.com and available for pickup at the Office of the Public Auditor.