



NMI SETTLEMENT FUND

POST OFFICE BOX 501247, SAIPAN, MP 96950

JOB VACANCY ANNOUNCEMENT

POSITION: LEGAL ASSISTANT/APPEALS COORDINATOR

START DATE: Immediately

DUTIES: The Legal Assistant/Appeals Coordinator is responsible for:

- Overseeing administrative docket and hearings, mediations and arbitrations, including, but not limited to, preparing notices and briefing schedules, communicating with parties and others relating to administrative hearings, and arranging for delivery of documents to parties;
- Assisting counsel with compiling documents for and preparing court filings and administrative hearings;
- Maintaining, updating, and organizing incoming documents and files for review and case files and information for administrative and/or court hearings;
- Managing case calendars and filing deadlines; and
- Providing general administrative support to counsel.

MINIMUM QUALIFICATIONS: Any combination equivalent to graduation with an associate's degree from an accredited college or university in public administration, business administration, criminal justice, or related field, plus three (3) years of litigation case management experience. Proficiency in Adobe Acrobat, MS Office and Zoom.

SALARY: Based on qualifications. Competitive fringe benefits.

APPLICATION PROCEDURE: Submit your cover letter, resume, and 2 references to the Settlement Fund Office in Capitol Hill, Saipan, or via email to pangelinanlm@nmisf.com by 5:00 pm on **January 22, 2024**. If sent by email, please indicate Legal Assistant/Appeals Coordinator in the subject of the email.