



Suite 409, Marianas Business Plaza, P.O. Box 502452, Saipan, MP 96950

Office: 670.234.9480/1/2 Fax: 670.234.9487

Email: pbb.pohlaw@gmail.com

Pacific Ombudsman for Humanitarian Law

Job Vacancy Announcement

Paralegal/Caseworker:

The Paralegal/Caseworker will be responsible for the coordination of all the details before, during and after trials and immigration interviews and court dates. The Paralegal/Caseworker will provide assistance during all phases of the litigation process including conducting interviews, legal research, document filing and attending trials.

RESPONISBILITIES:

- Conduct pre-claim investigation, legal research and initial case assessments
- Draft pleadings, motions and appellate documents and file them with the court
- Perform administrative duties (calendar hearings and deadlines, organize case files, manage logistics etc.)
- Maintain pleadings and discovery indexes
- Organize exhibits, documents, evidence, briefs and appendices
- Aid attorneys with interrogatories and other discovery requests
- Gather relevant information from a variety of sources
- Liaise between trial teams and internal/external third parties
- Help with voir dire, jury selection and witnesses preparation
- Provide assistance with case settlements and closures

QUALIFICATIONS:

- Preferably Bilingual
- Preferably A.A. degree with five (5) years' experience in case management and staff supervision.
- Knowledge of Excel and other spreadsheet formats

- Previous experience in immigration abuse, labor abuse, workplace discrimination, criminal violations including human trafficking.
- A mature stable personality with a capacity for warmth and openness to persons of varied backgrounds. Ability to communicate both orally and in writing in a clear, concise manner.

DOCUMENTS REQUIRED (Attach to application when submitted):

1. Application form
2. Resume or Bio-data
3. Copy of Diploma/Degree
4. Police Clearance (within six months)
5. Saipan Driver's License
6. FBI background check



Pacific Ombudsman for Humanitarian Law

Equal Employment Opportunity Form

Applicant Information

Full Name:

Last *First* *M.I.*

Address:

Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Home Phone:

() Social Security Number: _____

Position Applied for: _____

Voluntary Information

This information is being requested in accordance with federal regulations. The information is voluntary and will not be used when considering you for employment with our company.

Racial or Ethnic Group

- American Indian/Alaskan Asian/Pacific Islander Black/African American
 Hispanic/Latino White/Caucasian Other

Gender

- Female Male

Military Service

- Pre-Vietnam Era Vietnam Era
 Post-Vietnam Era Disabled Veteran

How did you hear about this position?

- Newspaper Company Employee Professional Publication
 Job Fair Placement Office Website
 Other _____



Pacific Ombudsman for Humanitarian Law

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____