

ADMINISTRATIVE SERVICE OFFICER (TEMPORARY)

WORKSITE LOCATION: SUPREME COURT OF THE NAVAJO NATION
WINDOW ROCK, AZ

POSITION DESCRIPTION:

Performs administrative and operational functions of the Judicial Branch; provides a variety of administrative support services essential to obtaining optimal performance of the branch; Assists in organizing, implementing and coordinating administrative activities including compiling branch statistical information, Judicial Branch performance criteria, quarterly and annual reports. May assist in developing, presenting and administering Judicial Branch strategic plan. In coordination with the Office of the Chief Justice, may communicate regularly on program and/or project activities through reports, presentation and meetings as requested. Assists with the development and presentation of annual budget; performs related work as assigned.

SALARY INFORMATION: \$23.43 Hourly Rate / \$20,618.40 Salary

DURATION OF EMPLOYMENT: April 30, 2018 through September 28, 2018

MINIMUM QUALIFICATION: A Bachelor's degree in Public or Business Administration and four (4) years of administrative experience or an equivalent combination of education, training, and experience that provides the capabilities to perform the described duties. Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

SPECIAL REQUIREMENTS: Must possess a valid state-issued driver's license. Within 90-days of employment, shall successfully pass a criminal background check.

APPLICATION SUBMISSION REQUIREMENTS: In order to receive full credit for education, experience and training to receive preference in employment as an enrolled member of the Navajo Tribe, the following are required:

- Navajo Nation Judicial Branch Application for Employment
- Letter of Interest
- Resume
- Copies/Official Transcripts, Degrees, Certificates
- Certificate of Indian Blood
- Social Security Card
- Valid State issued Driver's License

Submit completed application packets to the Office of Human Resources by April 13, 2018, at 5 p.m.

CONTACT INFO: JUDICIAL BRANCH OFFICE OF HUMAN RESOURCES
Post Office Box 520; Window Rock, Arizona 86515
Telephone (928) 871-7023 **Facsimile** (928) 871-6862 **Website:** www.navajocourts.org