

# CARPENTER (TEMPORARY)

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

**POSITION DESCRIPTION:**

Under general supervision, independently performs skilled journey level carpentry work in the construction, maintenance, alteration, repair and remodeling of existing buildings, frames, walls and various structures requiring precise measurement, close tolerance fit and structural soundness; may serve in the capacity of a lead carpenter; performs related work as assigned. Performs a wide variety of carpentry assignments of a complex nature; Develops, plans, designs, and constructs Navajo Nation Supreme Court bench; Inspects work site for damage to determine scope of work; Assures sufficient materials are on hand to accomplish task successfully and professionally; Plans and carries out work projects according to prescribed specifications, drawings, and blueprints independently; Sands and finishes bench according to work order; Uses, routers, sanders, table saws, jig saws, circular saws, and various hand tools of the trade; Produces precise fits, accurate dimensions and acceptable finish appearance; Assigns and reviews work of other carpenters and assures work are structurally sound; Builds frames, rafters, floors, concrete forms, handicap ramps, partitions, counters, door and window frames; Performs various interior and exterior trim work; Performs required demolition; Estimates and orders materials and supplies; Re-keys and masters all locks in area; Secures all equipment and tools before leaving work site; Maintains and assures a safe work environment; Completes work orders, mileage logs, and timesheets; Monitors and inspects projects and prepares final report; Trains local laborers on proper techniques in installing weatherization materials, ceiling installation, attic ventilation and other energy conservation measures; Installs flooring and replaces carpeting; Occasionally performs cement finishing and masonry work.

**SALARY INFORMATION:** \$16.33 Hourly Rate

**DURATION OF EMPLOYMENT:** Not to exceed September 28, 2018

**MINIMUM QUALIFICATION:** A high school diploma/GED; and completion of Carpentry Trade School; and three (3) years of journey level carpentry work experience or construction and (1) year of lead or supervisory construction or carpentry experience; or an equivalent combination of education and experience.

**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 June 15, 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](http://www.navajocourts.org)

## APPLICATION SUBMISSION REQUIREMENTS AND FREQUENTLY ASKED QUESTIONS

What should be attached to an application for employment with the Judicial Branch?

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

1. Judicial Branch of the Navajo Nation - Application for Employment - GO TO [Judicial Branch Human Resources](#)
2. Letter of Interest, Resume' with References, Copies or Official Transcripts, Degree(s) or Certificates
3. Valid State Issued Driver's License, Social Security Card and Certificate of Indian Blood

**PLEASE NOTE:** All applications for employment shall be submitted on the required Judicial Branch of the Navajo Nation – Application for Employment; any other submissions, including the Navajo Nation Application Employment will not be accepted and will be returned back to the applicant. Criminal background investigations and reference checks are required for all positions within the Judicial Branch as a condition of employment.

### ALL MAILED SUBMISSIONS ARE TO BE MADE TO:

Judicial Branch of the Navajo Nation – Administrative Offices of the Courts  
c/o Office of Human Resources, Director of Human Resources  
Post Office Box 520 ● Window Rock, Arizona 86515

### ALL EMAILED SUBMISSIONS ARE TO BE MADE TO:

Ralph L. Roanhorse, Director of Human Resources at [rroanhorse@navajo-nsn.gov](mailto:rroanhorse@navajo-nsn.gov); or  
Marquerita A. Lincoln, Human Resources Specialist at [marqueritaalincolin@navajo-nsn.gov](mailto:marqueritaalincolin@navajo-nsn.gov)

### ALL FACSIMILE SUBMISSIONS ARE TO BE SENT TO THE ATTENTION OF:

Judicial Branch of the Navajo Nation, Office of Human Resources at (928) 871-6862

### ADDITIONAL QUESTIONS CAN BE DIRECTED TO THE DIRECTOR OR THE SPECIALIST AT:

Judicial Branch of the Navajo Nation, Office of Human Resources at (928) 871-7023

*Thank you and we look forward to your submission and your employment interest with the Judicial Branch of the Navajo Nation*