

DISTRICT COURT CLERK (TEMPORARY)

WORKSITE LOCATION: SHIPROCK JUDICIAL DISTRICT COURT (SHIPROCK, NM)

POSITION DESCRIPTION:

Performs work of moderate difficulty in a variety of office and court-related clerical services in support of the operations of a judicial district. Position requires independent judgment in performing those duties. Performs a variety of court support tasks that are highly confidential and sensitive in compliance with established policies and procedures. Utilizes current and future court and office technologies. Receives and processes new cases. Enters and retrieves case information using automated database or manual logs. Creates case folders and maintains accurate records and generate statistical reports. Prepares, types, files and distributes court documents and correspondence to reflect judicial decisions. Schedules court hearings and records events as they occur. Calls cases and administers oath limited to court hearings for witnesses and jurors. Maintains the orderly flow of court proceedings. Operates and maintains digital/audio/video recording systems. Other duties may be assigned. Complies with Judicial Branch Minimum Accounting Standards. Responds to inquiries from the general public, counsel, court staff, law enforcement and other government agencies without giving legal advice. Prepares all types of court cases for record preservation and retrieval through microfilm, digital, archival computer, logs, dockets, files and automated information retrieval systems. Ensures completeness and proper order of all court cases for permanent official record retention prior to destruction of original files. May rotate through a variety of assignments within the court, based upon operational needs.

SALARY INFORMATION: \$16.93 Hourly Rate / \$14,898.40 Salary

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

MINIMUM QUALIFICATION: A high school diploma or G.E.D. and four (4) years of progressive and responsible experience in office administration, clerical, paralegal, or basic accounting. An equivalent combination of education, training and work experience that provides the capabilities to perform the described duties may be considered.

SPECIAL REQUIREMENTS: Must possess a valid state-issued driver's license. Within 90-days of employment, shall successfully pass a criminal background check and successfully pass a typing test with results being fifty (50) words per minute with less than five (5) errors. Shall be eligible to register with the bank as a check endorser and successfully pass the processes established for the bank trust account. For this particular position class, incumbents are required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

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