

DOCUMENT TECHNICIAN (TEMPORARY)

WORKSITE LOCATION: KAYENTA JUDICIAL DISTRICT COURT (KAYENTA, AZ)

POSITION DESCRIPTION:

Provides technical assistance in the preservation of court records utilizing computer automated storage practices and methods; receives and processes microfilm and related documents according to prescribed procedures; assigns docket number for proper identification and retrieval; arranges and maintains inactive case files; assures proper identification and labeling of records; secures and stores records; checks and performs routine maintenance on equipment. Assures that document is identified with correct document identifier; checks each page for visual integrity and for completeness; adjust scanner operation based on assessment of document quality, i.e., legibility, gray scale requirements, paper quality, document types and size; identifies problems with the equipment and reports them to proper authority.

SALARY INFORMATION: \$14.19 Hourly Rate / \$12,487.20 Salary

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

MINIMUM QUALIFICATION: A high school diploma or G.E.D. and two (2) years of responsible clerical, secretarial, digital archiving or closely related experience; or an equivalent combination of education, training and experience, which provides the capabilities to perform the described duties.

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