

**THE JUDICIAL BRANCH OF THE NAVAJO NATION
JOB VACANCY ANNOUNCEMENT**

POSITION NO: 243994

Date Posted: 10/16/2018

CLASS CODE: 9154

Closing Date: 11/9/2018

POSITION TITLE: Document Technician

DEPARTMENT NAME: Crownpoint Judicial District

WORKSITE LOCATION: Crownpoint, NM

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: <u>Monday - Friday</u>	Permanent: <input checked="" type="checkbox"/>	Salary Range: <u>\$29,515.20</u>
Hours: <u>8AM to 5PM</u>	Temporary: <input type="checkbox"/>	Hourly Range: <u>\$14.19</u>
No. Hrs./Wk.: <u>40</u>	Part-Time: <input type="checkbox"/>	Exempt or Non-Exempt: <u>Non-Exempt</u>
One Year Grant with Benefits		
DUTIES AND RESPONSIBILITIES:		

Provides technical assistance in the preservation of court records utilizing computer automated storage practices and methods. Receives, processes, and transfers microfilm, documents, and other media according to prescribed methods and procedures. Assigns identification numbers and notes down docket numbers as required to ensure that documents are identified with correct document identifiers for identification and retrieval. Checks each page for visual integrity and for completeness. Adjusts scanner and other equipment operation based on assessment of document quality, i.e. legibility, gray scale requirements, paper identification and labeling of records. Secures and stores records. Performs routine maintenance on equipment as required. Identifies problems with equipment and reports them to the proper authority.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

A high school diploma or GED; 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 Knowledge, Skills and Abilities:

Knowledge of the basic principles of records and file management. Ability to perform repetitive tasks with accuracy. Ability to pay attention to detail. Ability to identify the resolution and enhancements to be applied to an item when it is scanned in order to produce the highest quality image from the equipment available. Using a personal computer with a variety of software applications. Willingness and availability to participate in training for the position.

License/Certification Requirements:

Must possess a valid state driver's license. Must obtain and pass a criminal background check and a Navajo Nation Vehicle Operator's Permit.

**THE JUDICIAL BRANCH OF THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.
Revised: October 01, 2010**

CONTACT INFO: Office of the Human Resources
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