

LABORER (TEMPORARY)

WORKSITE LOCATION: TUBA CITY JUDICIAL DISTRICT COURT (TUBA CITY, AZ)

POSITION DESCRIPTION:

Performs a variety of unskilled or semi-skilled manual duties of routine difficulty requiring limited knowledge of techniques, tool and equipment; performs related work as assigned. Uses various hand power tools; Loads and unloads supplies, office furniture and equipment; Performs general work in the servicing of grounds area to include, but not limited to installing barricades, setting posting and building fences; Assists trades and crats workers with manual labor work; Performs miscellaneous repair, labor and maintenance work; Maintains building and worksite free of debris; Sweeps, mops, waxes vinyl composition tiles; Cleans and cares for tools and equipment. Knowledge of tools and materials used in construction trade. Knowledge of operation and maintenance of hand and power tools. Ability to read and interpret blueprint and specifications. Ability to understand and follow verbal and written instructions.

SALARY INFORMATION: \$10.03 Hourly Rate

DURATION OF EMPLOYMENT: One (1) month from date of hire.

MINIMUM QUALIFICATION: High School Diploma or G.E.D.

SPECIAL REQUIREMENTS: Must possess a valid state-issued driver's license and shall successfully pass a criminal background check. Work requires extensive lifting, bending, carrying, loading, unloading and transporting equipment and supplies weighing 50 lbs. or more, works extended periods of time in an outdoor environment.

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 or
Tuba City Judicial District Court 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

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; or
Marquerita A. Lincoln, Human Resources Specialist at marqueritaalincoln@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