

OFFICE TECHNICIAN (TEMPORARY)

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

POSITION DESCRIPTION:

Performs work of moderate difficulty in a variety of office, clerical, secretarial services in support of the operations and staff of a judicial district requiring independent judgement in performing those duties. Maintains administrative and financial records, logs, reports and statistical information. Basic principles of accounting. Receives and screens incoming mail, documents and reports. Makes preliminary assessment of the importance of materials; organizes documents and forwards appropriate materials to the administrator and/or staff. Orders and maintains inventory of office supplies and equipment. Establishes and maintains various filing and records management systems. Disseminates agendas and materials for meetings, presentations and conferences; takes minutes and keeps records. Provides assistance to management with any follow-ups of internal or external office related activity. May assist with court clerk duties when needed. Other duties may be assigned. Maintains or assists in the preparation of financial records and budget data. Deposits financial transactions as required. Maintains Purchase Card (PCard) transactions in accordance with Navajo Nation policies and procedures. Serves as the district's designated timekeeper. Receives and screens incoming calls and visitors, and refers to appropriate staff. Responds to inquiries from the general public, counsel, jury claims, court staff, law enforcement and other government agencies without giving legal advice. Shall be respectful and courteous toward the public, co-workers and others. Attends meetings to represent the district and provides report(s) on behalf of the Administrator when delegated. 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, and clerical. 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.

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