

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

POSITION NO: 212446

Date Posted: 5/7/2018

CLASS CODE: 9113

Closing Date: 5/25/2018

POSITION TITLE: Office Technician

DEPARTMENT NAME: Shiprock Judicial District Court

WORKSITE LOCATION: Shiprock, New Mexico

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: <u>Monday - Friday</u>	Permanent: <input checked="" type="checkbox"/>	Salary Range: <u>\$35,214.40</u>
Hours: <u>8AM to 5PM</u>	Temporary: <input type="checkbox"/>	Hourly Range: <u>\$16.93</u>
No. Hrs./Wk.: <u>40</u>	Part-Time: <input type="checkbox"/>	Exempt or Non-Exempt: <u>Non-Exempt</u>

DUTIES AND RESPONSIBILITIES:

Serves under the supervision of the Court Administrator and 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. Essentials duties, functions and responsibilities shall consist of the following: **Administrative Support Service 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 and external office related activity. May assist with court clerk duties when needed. Other duties may be assigned. **Accounts Maintenance Duties:** 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. **Human Resources Support Duties:** Serves as the district's designated timekeeper. **Customer Services:** Receives and screens incoming calls and visitors, and refers to appropriate staff. Responds to inquires 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. **Other Duties:** Attends meetings to represent the district and provides report(s) on behalf of the Administrator when delegated. May rotate through a variety of

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED;

Experience:

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 Knowledge, Skills and Abilities:

This position requires the ability to do the following: Knowledge of basic clerical and office support practices and procedures. Filing and processing records through automated and manual filing systems. Basic records and files management. Coordinating and handling a multitude of administration support related tasks simultaneously. Effective interpersonal communication. **The position requires the following knowledge:** Basic applicable Navajo Nation, State and Federal laws, and Navajo Rules of the Court. All applicable Judicial Branch and Navajo Nation Policies and Procedures. Peacemaking Program and Probation and Parole Services. Legal terminology. Personal computer hardware and software components.

License/Certification Requirements:

Must possess a valid state issued driver's license. Within 90-days of employment, must successfully pass a criminal background check; must obtain a Navajo Nation Operator's Permit. Within 90-days of employment, must successfully pass a typing test with results being fifty (50) words per minute with less than five (5) errors.

To receive full credit for education/training applicant must submit copies of college transcripts, certificates, diploma, etc.

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: JUDICIAL BRANCH HUMAN RESOURCES OFFICE

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