

# THE JUDICIAL BRANCH OF THE NAVAJO NATION

## JOB VACANCY ANNOUNCEMENT

POSITION NO: 909573 Date Posted: November 21, 2023  
 CLASS CODE: 9149 Closing Date: **Open Until Filled**  
 POSITION TITLE: **Administrative Service Officer**  
 DEPARTMENT NAME: Supreme Court  
 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: Monday - Friday	Permanent: <input checked="" type="checkbox"/>	Salary Range: \$49,381.20 - \$52,304.40
Hours: 8AM to 5PM	Temporary: <input type="checkbox"/>	Hourly Range: \$23.65 - \$25.05
No. Hrs./Wk.: 40	Part-Time: <input type="checkbox"/>	Grade/Step: CE64A – CE64C

### DUTIES AND RESPONSIBILITIES

Under general direction of the Supreme Court Administrator or his/her designee, performs work of considerable difficulty in overseeing, managing, and performing administrative and operational functions of the Supreme Court, specifically the development of the Office of Pro Bono Services; provides a variety of administrative support services essential to obtaining optimal performance of the Supreme Court; performs related work as assigned. At the direction of the Supreme Court and/or the Supreme Court Administrator: Coordinates the Office of Pro Bono Services activities with Navajo Nation officials, governmental representatives, the Navajo Nation Bar Association, and the public. Evaluates requests for assignment of pro bono counsel and maintains listing of respective courts' pro bono counsel assignments. Assists with the preparation of meetings and events; serves on committees and task forces and performs special assignments as required, specifically in conjunction with the development of the Office of Pro Bono Services within the Supreme Court. Organizes, implements, and coordinates administrative activities. Compiles Supreme Court statistical information and performance criteria for quarterly and annual reports. Interprets and diagnoses issues with flow and movement of projects within the Supreme Court. Monitors, verifies, and reconciles daily collections and deposits of court publication sales. Oversees the sale and distribution of court publications, which includes collection and reconciliation of financial documents of the Supreme Court. Provides recordkeeping oversight and guidance concerning fund management plan. Analyzes, develops, and achieves short and long-term goals and objectives. Advises in the development of program activities. Apprises management staff of the overall problems confronting the program. Provides court and office representation and explains policies, procedures, activities, and services. Reviews, drafts and edits policies and procedures. Assists with related training to program or project staff. Works in conjunction with court staff in the development of proposals. Performs a variety of administrative functions including monitoring expenditures and approvals, preparing reports, correspondence and presentations related to project or program activities; evaluates and issues reports on progress; prepares analysis of program activities and results. Communicates regularly on program and/or project activities through reports, presentations, and meetings. Provides technical assistance to other departments and tribal entities. Assists in reviewing proposed or pending legislation for impact on program and/or project activities. Assists in conducting research and analysis of proposals, legislation, and/or funding requests; assists in representing program and/or department with tribal officials, governmental representatives, and the public.

### QUALIFICATION REQUIREMENTS:

#### Education, Training and Experience:

A bachelor's degree and four (4) years of experience in a legal office or judicial body.

#### Special Knowledge, Skills and Abilities:

Knowledge of modern principles and practices of public administration and case management. Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal operations relative to auditing, purchasing, grants, risk management, budgeting, accounting, and court procedures. Knowledge of legal terminology. Knowledge of compliance measures, budget preparation and reporting systems, program analysis and performance measures, and revenue forecasting. Knowledge of record keeping and data security methods and techniques. Skill in preparing and developing documents and reports, computer databases and spreadsheet files. Skill in oral and written communication. Skill in developing and analyzing administrative systems, procedures, and controls. Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships.

#### License/Certification Requirements:

Must possess a valid state driver's license. Within 90 days of employment, must 1) pass a criminal background check, 2) obtain a Navajo Nation vehicle operator's permit, and 3) become Financial Management Information System (FMIS) 6B certified.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

**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  
 Post Office Box 520 Window Rock, Arizona 86515

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