

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

POSITION NO: 244730 Date Posted: November 16, 2023

CLASS CODE: 9030 Closing Date: Open Until Filled

POSITION TITLE: Judicial Hearing Officer

DEPARTMENT NAME: Crownpoint Judicial District Court

WORKSITE LOCATION: Crownpoint, NM

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: <u>Monday - Friday</u>	Permanent: <input checked="" type="checkbox"/>	Salary Range: <u>\$78,425.28</u>
Hours: <u>8AM to 5PM</u>	Temporary: <input type="checkbox"/>	Hourly Range: <u>\$37.56</u>
No. Hrs./Wk.: <u>40</u>	Part-Time: <input type="checkbox"/>	Grade/Step: <u>CE66K</u>
One Year Grant with Benefits.		

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Chief Justice exercises authority to preside over hearings and dispositions involving the Domestic Abuse Protection Act and Alchinni Bi Beehazanni Act occurring within the respective jurisdiction of the District Courts of the Navajo Nation; performs related work as assigned. The Judicial Hearing Officer (JHO) will preside over Alchinni Bi Beehazanni Act Shelter Care hearings to determine temporary custody of children taken into physical custody by the Division of Family Services and Domestic Abuse Protection proceedings involving families who are in need of protection due to domestic violence. The JHO will ensure shelter care hearings and domestic violence proceedings are held promptly; are consistent with Navajo law, and fair to everyone. In effort to return families to safe and healthy environments, it may be necessary for the JHO to identify services available and make referrals to the Division of Family Services and other agencies. The JHO will engage in legal research and writing in child welfare, domestic abuse, temporary minor or adult guardianship, child custody, and other family matters. The JHO shall administer oaths, examine witnesses, review evidence, render decisions and draft proposed orders based upon the law and evidence submitted.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

Four (4) years of progressively responsible experience in the practice of law, or experience as an administrative law hearing officer; and active membership in the Navajo Nation Bar Association.

Special Knowledge, Skills and Abilities:

Knowledge of Navajo Nation laws and applicable state and federal statutes, rules, administrative orders, policies and procedures, and case law. Knowledge of court processes, administrative law processes and legal terminology. Knowledge of intergovernmental relations. Knowledge of the principles and methods of conducting and undertaking legal research. Skill in conducting valid, effective legal research. Skill in applying legal precedents to individual cases. Skill in legal writing and drafting proposed orders. Using a personal computer with a variety of Microsoft software applications. Skill in establishing and maintaining effective and cooperative working relationships with staff, other departments of the Navajo Nation, attorneys, litigants, witnesses, and others.

License/Certification Requirements:

Must possess a valid state driver's license. Within 90 days of employment, must obtain and pass a criminal background check and a Navajo Nation Vehicle Operator's Permit. Depending on the need of the Nation, some incumbents of the class may be required to demonstrate the 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: Office of the Human Resources
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