

THE JUDICIAL BRANCH OF THE NAVAJO NATION

JOB VACANCY ANNOUNCEMENT

POSITION NO: 245342 Date Posted: March 6, 2024
 CLASS CODE: 9154 Closing Date: **Open Until Filled**
 POSITION TITLE: **Document Technician**
 DEPARTMENT NAME: Ramah Judicial District Courts
 WORKSITE LOCATION: Ramah, New Mexico

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: Monday - Friday	Permanent: <input checked="" type="checkbox"/>	Salary Range: \$ 35,871.84
Hours: 8AM to 5PM	Temporary: <input type="checkbox"/>	Hourly Range: \$ 17.18
No. Hrs./Wk.: 40	Part-Time: <input type="checkbox"/>	Grade/Step: CE58G

One Year Grant with Benefits

DUTIES AND RESPONSIBILITIES

Under the general supervision of the Court Administrator performs work of moderate difficulty in performing a variety of services and functions related to the microfilming and preservation of court records for the Judicial Branch; performs related duties as assigned. **Administrative Support Service Duties:** Provides technical assistance in the preservation of court records utilizing computer automated storage practices and methods; receives and processes microfilm and related documents according to prescribed procedures; assigns docket number for proper identification and retrieval; arranges and maintains inactive case files; assures proper identification and labeling of records; secures and stores records; checks and performs routine maintenance on equipment. Assures that document is identified with correct document identifier; checks each page for visual integrity and for completeness; adjusts scanner operation based on assessment of document quality, i.e., legibility, gray scale requirements, paper quality, document types and size; identifies problems with the equipment and reports them to the proper authority.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or G.E.D.

Experience:

Two (2) years of responsible clerical, secretarial, digital archiving, or closely related experience; or an equivalent combination of education, training and experience, which provides the capabilities to perform the described duties.

Special Knowledge, Skills, and Abilities:

This position requires the ability to: Knowledge of the basic principles of records and file management. Knowledge of the scanning principles, techniques, and equipment to make judgments regarding the optimal scanning equipment adjustments for various document types. Knowledge of microcomputers and the software used to perform the tasks. Knowledge of data verification, review and editing techniques. Knowledge of the care, maintenance, and basic repair of microfilm readers. Skill in operating and maintaining microfilm readers and related equipment. Skill in communicating effectively and producing documents for internal and public dissemination. Skill in operating a personal computer utilizing a variety of software applications. Skill in establishing and maintaining effective and cooperative working relationships with others. Ability to identify the resolution and enhancements to be applied to an item when it is scanned to produce the highest quality image from the equipment available. Ability to perform repetitive tasks with accuracy. Ability to pay attention to detail.

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 FMIS 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

Telephone (928) 797-1493 or (928) 797-1525 ♦ Facsimile (928) 871-6862 ♦ Website www.courts.navajo-nsn.gov