

THE JUDICIAL BRANCH OF THE NAVAJO NATION

JOB VACANCY ANNOUNCEMENT

POSITION NO: 240819

Date Posted: September 12, 2024

CLASS CODE: 9157

Closing Date: **Open Until Filled**

POSITION TITLE: **Office Technician**

DEPARTMENT NAME: Probation & Parole Services – Kayenta

WORKSITE LOCATION: Kayenta, Arizona

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: <u>Monday - Friday</u>	Permanent: <input checked="" type="checkbox"/>	Salary Range: <u>\$ 44,704.08</u>
Hours: <u>8AM to 5PM</u>	Temporary: <input type="checkbox"/>	Hourly Range: <u>\$ 21.41</u>
No. Hrs./Wk.: <u>40</u>	Part-Time: <input type="checkbox"/>	Grade/Step: <u>CL60H</u>

DUTIES AND RESPONSIBILITIES

The Office Technician (OT) serves under the supervision of the Senior Probation Office and/or Chief Probation Officer and performs work of moderate difficulty in a variety of office, clerical, secretarial services in support of the operations and staff of administrative Probation and Parole Services requiring independent judgment in performing those duties. **Administrative Support Service Duties:** Maintains administrative and financial records, logs, reports, and statistical information. Basic principles of accounting and statistical calculations. 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 support 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. Provide administrative technical support to staff. Other duties may be assigned. **Accounts Maintenance Duties:** Maintains or assists in the preparation of financial records and budget data. Maintains Purchase Card (PCard) transactions in accordance with Navajo Nation policies and procedures. **Human Resources Support Duties:** Serves as the program designated timekeeper. **Customer Services:** Receives and screens incoming calls and visitors and refers to appropriate staff. Responds to inquiries from the general public, counsel, 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 program and provides report(s) on behalf of the Administrator when delegated. May rotate through a variety of assignments within the districts, based upon operational needs.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

A high school diploma or G.E.D., AA in Office Administration or a closely related field 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.

Knowledge, Skills, and Abilities:

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. Basic applicable Navajo Nation, State and Federal laws. Navajo Rules of procedures, and all applicable Judicial Branch and Navajo Nation Policies and Procedures. Peacemaking Program and Probation and Parole Services processes. Legal terminology. Personal computer hardware and software components.

License/Certification Requirements:

Requires 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; 3) pass a typing test with results being fifty (50) words per minute with less than five (5) errors. and 4) become Financial Management Information System (FMIS) 6B certified; and 5) obtain first aid/cardiopulmonary resuscitation (CPR/automated external defibrillator (AED) certification.

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

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