

THE JUDICIAL BRANCH OF THE NAVAJO NATION JOB VACANCY ANNOUNCEMENT

POSITION NO: 241934 Date Posted: February 2, 2024
 CLASS CODE: 9157 Closing Date: Open Until Filled
 POSITION TITLE: Temporary Office Technician
 DEPARTMENT NAME: Administrative Office of the Courts
 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: <u>Monday - Friday</u>	Regular Full-Time: <input checked="" type="checkbox"/>	Salary Range: <u>\$42,991.92</u>
Hours: <u>8AM to 5PM</u>	Temporary: <input type="checkbox"/>	Hourly Range: <u>\$20.59</u>
No. Hrs./Wk.: <u>40</u>	Part-Time: <input type="checkbox"/>	Grade/Step: <u>CE60H</u>

DUTIES AND RESPONSIBILITIES

The Office Technician (OT) serves under the supervision of the Administrative Director of the Courts and performs work of moderate difficulty in a variety of office, clerical, secretarial services in support of the operations and staff of the Administrative Office of the Courts requiring independent judgment in performing those duties. **Administrative Support Service Duties:** Maintains administrative and financial records, logs, reports, external financial documents. Basic principles of accounting. Receives and screens incoming mail and documents. Makes preliminary assessment of the importance of materials; organizes documents and forwards appropriate materials to the Administrative Director and/or staff. Orders and maintains office supplies and equipment. Establishes and maintains various filing and records management systems. Disseminates agenda and materials for meetings, presentations, and conferences; and keeps records. Provides assistance to management with any follow-ups of internal or external office related activity. May assist with Budget Analyst and Financial Technicians. Other duties may be assigned. **Accounts Maintenance Duties:** Maintains or assists in the preparation of financial records and budget data. Prepares Travel Authorization, Purchase Requisition, ICR, SSO, Receiving Record, RDP, and 164 document review (Contracts) for hotels. Tracks budget and expenditures of general fund, grants and other sources. Maintains and receives General Claim Forms for District Courts and Peacemaking Program (external Business Unit) to process payments. Assist in the preparation of Budget Detail worksheet for grant adjustment notice. **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 Administrative Office of the Courts and provides report(s) on behalf of the Administrator when delegated. May rotate through a variety of assignments within the administration, based upon operational needs.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

A high school diploma or G.E.D. 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.

Special Knowledge, Skills and Abilities:

This position requires the following 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. Using a personal computer with a variety of software applications.

License/Certification Requirements:

Must possess a valid state-issued driver's license. Within 90 days of employment, must become certified in FMIS and 6B Rollout systems. Within 90 days of employment, must successfully pass a criminal background check; must obtain a Navajo Nation Vehicle Operator's Permit. Within 90 days of employment, successfully pass a typing test with results being fifty (50) words per minute with less than five (5) errors.

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

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