THE JUDICIAL BRANCH OF THE NAVAJO NATION
JOB VACANCY ANNOUNCEMENT

POSITION NO: 0 **Date Posted:** May 14, 2026

CLASS CODE: 9301 **Closing Date:** May 28, 2026

POSITION TITLE: Custodian - TEMPORARY ENDING 9/30/26

DEPARTMENT NAME: Window Rock Judicial District Court

WORKSITE LOCATION: Ft. Defiance, Arizona

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: Monday - Friday	Regular Full-Time: ☐	Salary Range: $37,062.00
Hours: 8AM to 5PM	Temporary: ☑	Hourly Range: $17.75
No. Hrs./Wk.: 40	Part-Time: ☐	Grade/Step: CL60A

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Court Administrator and performs work involving custodial duties and minor facility maintenance, e.g. cleaning and maintaining judicial facilities including but not limited to courtrooms, kitchens, offices, conference rooms, furniture, equipment, restrooms and common areas in support of maintaining a professional appearance of the judicial district. **General Custodial Duties:** Scrub, dust, sweep, mop vacuum, wax/polish floors and shampoo carpets; Post designated safety signs; May provide supervision with instruction to CSW worker(s) as needed; Empty, clean and reline trash receptacles; Dust and arrange furniture and equipment. Maintain inventory of custodial supplies; Wash windows, woodwork, walls and other surfaces; Work with standard custodial chemicals and finishes for cleaning, sanitizing and disinfecting; Safety secure all custodial equipment and supplies; Assist in posting of colors (flags); Clean the tribal vehicle; Assist with the setup of facilities for meetings, conferences and events; Sort and store materials for recycling program; Clean mud, snow and/or ice from landing and walkways; Must attend training in occupational safety, health regulations and guidelines. **General Custodial Maintenance Duties:** Use and maintain power equipment and hand tools for the cleaning and general maintenance of floors, walls, carpets and furniture; Perform minor routine maintenance; Maintain inventory list of all basic hand tools and equipment; Operate emergency shut-off valves for water, gas and electricity when necessary; Maintain landscaping and upkeep of grounds; other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED and six months of progressive and responsible experience in janitorial services, general facility maintenance, landscaping, or closely related experience field. An equivalent combination of education, training and work experience which provides the capabilities to perform the described duties may be considered.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. May encounter moderate to extensive travel required primarily within Navajo Nation. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. Must be able to lift items up to 80 lbs.

Special Knowledge, Skills and Abilities:

Utilize occupational health safety and environmental policies and practices; Loading, storing and delivering non-custodial supplies, furniture and equipment; Utilizing safe custodial cleaning methods, practices and procedures; Addressing and resolving requests related to custodial services.

License/Certification Requirements:

Must possess a valid state issued driver's license. Within 90-day of employment successfully pass a criminal background check; must obtain a Navajo Nation Vehicle Operator's Permit.

To receive full credit for education/training applicant must submit copies of college transcripts, certificates, diploma, etc.

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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