

THE JUDICIAL BRANCH OF THE NAVAJO NATION

JOB VACANCY ANNOUNCEMENT

POSITION NO: 245709 Date Posted: 10/7/2026
 CLASS CODE: 9302 Closing Date: **OUF**
 POSITION TITLE: **Judicial Navigator**
 DEPARTMENT NAME: Supreme Court/OCJ/ T'áá Shí Ádá'asht'í Bá Hooghan (Self-Help Center)
 WORKSITE LOCATION: Navajo Nation Wide

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: Monday - Friday	Permanent: ☒	Salary Range: \$47,105.28
Hours: 8AM to 5PM	Temporary: ☐	Hourly Range: \$22.56
No. Hrs./Wk.: 40	Part-Time: ☐	Grade/Step: CL63A
DUTIES AND RESPONSIBILITIES		

Under the supervision of the Associate Attorney, the Navigator performs moderately complex work in providing specialized legal support, form assistance, and procedural guidance to self-represented litigants (pro se) at the T'áá Shí Ádá'asht'í Bá Hooghan Self-Help Center. This position supports the public in navigating the Navajo Nation justice systems without offering legal advice. The Navigator helps empower individuals to move their cases forward and enhances access to justice. This position is expected to work with minimal supervision and to exercise sound judgment in performing a variety of administrative legal support.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Provides step-by-step procedural guidance for filing court forms such as probate, quiet title, guardianship, family law, domestic violence, and civil cases.
- Conducts intake, answers inquiries, and explains legal filing processes, including fines and fees.
- Communicates with the public and Judicial Branch staff by telephone, live chat, email, or in person.
- Assists members of the public with completing legal forms using plain language and visual aids.
- Reviews legal documents and forms for completeness.
- Explains the difference between court and Peacemaking processes and how each system supports dispute resolution.
- Assists with providing information and educational materials to self-represented litigants.
- Navigates, retrieves, and inputs information from/into the Judicial Branch's case management automated court system.
- Interacts with legal professionals, court personnel, and justice partners.
- Educates individuals about local legal services or Peacemaking when appropriate.
- Explains legal terminology and filing procedures without offering legal advice.
- Uses the Navajo and English languages to explain documents and procedures.
- Helps community members prepare for court proceedings.
- Maintains and organizes public resource materials (form packets, instructions, reference guides, interpreter services, and additional services).
- Tracks services provided and prepares statistical reports for internal use.
- Participates in outreach activities such as mobile Self-Help clinics and presentations.
- Provides general information on how to access court records, case status, and court schedules.
- Uses computers, printers, scanners, and copiers to assist customers with form printing and submissions.
- Disseminates informational materials through a variety of media.
- Prepares a variety of written reports, professional correspondence, and general educational and outreach materials.
- May assist in organizing community legal education events or self-help clinics.
- Performs other duties as assigned in support of T'áá Shí Ádá'asht'í Bá Hooghan Self-Help Center operations.

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) 871-7025 or (928) 871-7023 ♦ Facsimile (928) 871-6862 ♦ Website courts.navajo-nsn.gov

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS

- Knowledge of justice systems and barriers to accessing courts.
- Skilled in effective verbal communication; strong written communication skills.
- Skilled in providing customer service with professionalism, cultural sensitivity, and confidentiality.
- Skilled in public speaking and presenting information to individuals and groups.
- Skilled in organizing and coordinating community events such as pro se clinics, outreach presentations, and stakeholder meetings.
- Skilled in using computers, legal form tools, and office equipment.
- Skilled in recordkeeping and compiling service data and reports.
- Ability to work independently and exercise sound judgment in procedural matters.
- Ability to collaborate with Judicial Branch staff, justice partners, and community stakeholders.
- Ability to troubleshoot and resolve routine issues related to document preparation, procedural questions, or public needs.
- Ability to multitask in a fast-paced environment and handle sensitive situations respectfully.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The work environment characteristics described here reflect those an employee encounters while performing the main duties of this job. Normal office conditions are present, with noise levels ranging from low to moderate. The employee must communicate effectively, multitask, and interact with a diverse group of people on various, sometimes sensitive or emotional legal matters. Occasional travel within the Navajo Nation may be required for outreach and clinic events.

The physical demands outlined here are typical of those required for an employee to successfully perform the main duties of this job. While carrying out these duties, the employee may need to frequently stand, walk, sit, bend, twist, talk, and hear. There may be extended periods of sitting, typing, reading, and driving. Lifting up to 25 lbs. may also be necessary.

MINIMUM QUALIFICATIONS

An Associate's degree in legal studies, public administration, social work, education, or a related field; and two (2) years of experience working with the public in a customer service, legal assistant, or educational capacity. Strong written communication skills.

An equivalent combination of education, training, and work experience that provides the ability to perform the listed duties may be considered.

PREFERRED QUALIFICATIONS

- Bachelor's degree in a related field.
- Experience working with courts, legal systems, or justice-related programs.
- Experience in an Indigenous or tribal government setting.
- Fluency in spoken Navajo and English.

SPECIAL 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. Successfully complete training on legal information vs. legal advice.

Depending on the Navajo Nation's needs, some incumbents in the class may be required to demonstrate fluency in both Navajo and English as a condition of employment.

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