

# THE JUDICIAL BRANCH OF THE NAVAJO NATION

## JOB VACANCY ANNOUNCEMENT

POSITION NO: 212446 Date Posted: March 12, 2026  
 CLASS CODE: 9157 Closing Date: **March 26, 2026**  
 POSITION TITLE: **Office Technician**  
 DEPARTMENT NAME: Shiprock District Court  
 WORKSITE LOCATION: Shiprock, New Mexico

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

### DUTIES AND RESPONSIBILITIES

Serves under the supervision of the Court Administrator and performs work of moderate difficulty in a variety of office, clerical, and secretarial services to support the operations and staff of a judicial district, 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. Assists management with any follow-ups of internal or external office-related activity. Provides administrative technical support for staff. Other duties may be assigned. **Accounts Maintenance Duties:** Maintains or assists in preparing 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, referring them to the appropriate staff. Responds to inquiries from the 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. and four (4) years of progressive, responsible clerical and office administrative experience. An equivalent combination of education, training, and work experience that provides the ability 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 simultaneously handling a multitude of administration support-related tasks. Practical interpersonal communication skills. Basic applicable Navajo Nation, State, and Federal laws. Navajo Rules of Procedure, 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.

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 UNDER 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 ♦ Facsimile (928) 871-6862 ♦ Website [courts.navajo-nsn.gov](http://courts.navajo-nsn.gov)