

THE JUDICIAL BRANCH OF THE NAVAJO NATION

JOB VACANCY ANNOUNCEMENT

POSITION NO: 00000 Date Posted: 3/12/26
 CLASS CODE: 9157 Closing Date: **3/26/26**
 POSITION TITLE: **Office Technician – TEMPORARY UP TO 9/30/26**
 DEPARTMENT NAME: Administrative Office of the Courts
 WORKSITE LOCATION: Window Rock, AZ

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

DUTIES AND RESPONSIBILITIES

Under the supervision of the Administrative Director of the Courts, performs work of moderate difficulty in a variety of office, clerical, secretarial tasks to support the operations and staff of the Administrative Office of the Courts, requiring independent judgment. Maintains administrative and financial records, logs, reports, and statistical information for the Administrative Office of the Courts. Assists all sections within AOC with administrative support services as needed, including Finance, Construction/Facilities Maintenance, Information Technology, and of Office of Human Resources, including checking mail daily and logging in documents.

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:** May be assigned.

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.

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..

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 IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. Revised: October 01, 2010

CONTACT INFO: Judicial Branch Human Resources
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