

**THE JUDICIAL BRANCH OF THE NAVAJO NATION
JOB VACANCY ANNOUNCEMENT**

POSITION NO: 909520 Date Posted: July 25, 2024
 CLASS CODE: 9111 Closing Date: 8/25/2024
 POSITION TITLE: Supreme Court Clerk
 DEPARTMENT NAME: Supreme Court
 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>\$38,836.80 - \$45,518.40</u>
Hours: <u>8AM to 5PM</u>	Temporary: <input type="checkbox"/>	Hourly Range: <u>\$18.60 - \$21.80</u>
No. Hrs./Wk.: <u>40</u>	Part-Time: <input type="checkbox"/>	Grade/Step: <u>CE61A - CE61G</u>

DUTIES AND RESPONSIBILITIES:

Under direction of the Chief Justice or his/her designee, performs work of considerable difficulty in overseeing and managing appellate court cases filed. Performs administrative and accounting functions associated with the operation of the Navajo Nation Supreme Court. Performs related duties as assigned. Receives, reviews, prepares and processes legal forms, documents, actions and fees. Handles more complex transactions and monitors work for conformance with established procedures. Opens, maintains and closes case files. Enters information into computer case management system. Assigns docket numbers. Prepares and maintains calendar/schedule. Prepares and sends out notices of hearing and docketed appeals. Performs duties of court clerk at oral arguments. Assists with editing decisions. Monitors, verifies and reconciles daily collections and deposits. Researches problems and makes necessary adjustments. Prepares, types and/or issues legal documents and court records. Researches/verifies records and documents. Prepares documents for review and signature. Researches, compiles and maintains a variety of records and statistics. Prepares required reports. Participates in records management control, mail processing and personal computer support. Prepares, sends out, and documents notices, forms and other correspondences. Maintains physical and digital files and records. Responds to questions and inquiries. Directs parties to appropriate staff. Provides legal information without providing legal advice. Oversees and provides audio duplication services. Maintains Supreme Court library and inventory. May perform appointment of counsel for pro bono services. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training and Experience:

An Associate's degree in Law Advocate, Public Administration, Legal Assistant, Liberal Arts, Business or Business Administration, Criminal Justice, or a closely related field, and four years of progressively responsible clerical, secretarial, court clerk, paralegal or closely related duties in a court or legal environment; or, an equivalent combination of legal education, training and experience that provides the capabilities to perform the described duties will be considered

Special Knowledge, Skills and Abilities:

This position requires the ability to do the following: Review complex legal documents and determine appropriate scheduling and notice requirements. Manage a large case load consisting of a variety of cases. Analyze and resolve administrative situations and problems. Communicate clearly and effectively, both oral and in writing. Experience with Judicial case management database systems. **The position requires the following knowledge:** Applicable Navajo Nation, State and Federal statutes, rules, administrative orders, policies and procedures. Court processes and legal terminology. Basic principles of bookkeeping, accounting, record keeping, records and file management. Using a personal computer with a variety of software

License/Certification Requirements:

Must possess a valid state issued driver's license. Within 45-days of employment, must: 1) pass a criminal background check, 2) obtain a Navajo Nation Vehicle Operator's Permit, 3) must become FMIS 6B certified, and 4) must successfully pass a typing test with 65 words per minute with less than five (5) errors. For this particular position class, incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

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: JUDICIAL BRANCH HUMAN RESOURCES OFFICE
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