

THE JUDICIAL BRANCH OF THE NAVAJO NATION

JOB VACANCY ANNOUNCEMENT

POSITION NO: 241224 Date Posted: January 29, 2024
 CLASS CODE: 9150 Closing Date: Open Until Filled
 POSITION TITLE: Temporary Judicial Staff Assistant
 DEPARTMENT NAME: Office of the Chief Justice/Supreme Court
 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: <u>Monday - Friday</u>	Permanent: <input checked="" type="checkbox"/>	Salary Range: <u>\$53,849.52</u>
Hours: <u>8AM to 5PM</u>	Temporary: <input type="checkbox"/>	Hourly Range: <u>\$25.79</u>
No. Hrs./Wk.: <u>40</u>	Part-Time: <input type="checkbox"/>	Grade/Step: <u>CE65A</u>

DUTIES AND RESPONSIBILITIES

The Judicial Staff Assistant shall serve Under the general supervision of the Chief Justice, performs work of considerable difficulty in performing administrative support functions that are essential to a well-organized operation of the Office of the Chief Justice. Performs administrative support work of a diversified nature. Performs work of considerable difficulty in providing administrative support and technical assistance and for the Office of the Chief Justice, including drafting administrative orders, memoranda, technical reports, and correspondences. Reviews documents for accuracy, completeness and conformance with applicable rules and regulations, policies and standard operating procedures. Prioritizes multiple projects with excellent project management skills, using effective verbal/written communication and critical problem solving skills. Coordinates the preparation of the annual budget with the Supreme Court Administrator, including development of performance criteria. Works closely with Judicial Branch finance staff in monitoring the Supreme Court's budget. Prepares and processes financial documents including requests for direct payment, purchase requisitions, receiving records and interdepartmental charge requisitions, and orders office supplies and equipment, using the FMIS 6B process. Assists in developing quarterly and annual reports. Monitors administrative timelines for Judicial Branch Conditions of Appropriations, quarterly reports, and performance appraisals. Maintains the Chief Justice's calendar for appointments, meetings, and interviews. Schedules, arranges and attends meetings. Makes travel arrangements; prepares travel authorizations, trip itinerary, trip reports, and travel reimbursements, using the P-Card and FMIS 6B systems. Maintains the Chief Justice's physical files. Logs all calls and mail (incoming and outgoing) in a master log for the Office of the Chief Justice. Serves as the official administrative file/record custodian for the Office of the Chief Justice, including but not limited to office records, files, legal documents, library materials, financial reports, and archiving. Works closely with Supreme Court staff (Chief Justice, Associate Justices, Law Clerk, Clerk of the Supreme Court, Administrative Services Officer) in all matters pertaining to the Supreme Court; and, Office of the Chief Justice Staff (Government Relations Officer, Court Solicitor, Associate Attorney) in matters pertaining to Judicial Branch administration. Evaluates plans, organizes, develops and implements policies and procedures. Assures that overall administrative support functions are accomplished in accordance with established policies and standard operating procedures. Prepares timesheets for the Supreme Court business unit. Maintains Judges' leave requests/approvals. Maintains assignments to Associate Justices and Judges. Serves as Secretariat for the Judicial Conference, including recording and maintaining minutes of the proceedings. Receives and evaluates complaints and recommends appropriate course of action. Screens calls, and refers to appropriate Judicial Branch personnel, or takes messages for the Chief Justice. Engages in excellent client and customer relations. Assists the public with inquiries and information requests. Completes other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

An Associate's degree in Business Administration, Public Administration, Public Policy, Journalism, Communications, Social Justice, Pre-Law, or closely related degree, plus four (4) years of related work experience; or, an equivalent combination of education, training and experience that provides the capabilities to perform the described duties will be considered. A Bachelor's degree is preferred.

Special Knowledge, Skills, and Abilities:

Knowledge of basic applicable Navajo Nation statutes, Navajo Rules of the Court, administrative orders, policies and procedures as they relate to procurement, supply, personnel, purchasing, inventory and property management process. Knowledge of Diné Fundamental Laws, and Navajo traditional values, concepts and teachings. Knowledge of court processes and applicable legal terminology. Knowledge of basic principles of budgeting, bookkeeping, records and file management. Knowledge of manual and automated filing systems. Ability to simultaneously oversee and coordinate numerous multi-level tasks and assignments. Ability to organize and maintain complex appointment schedules, travel itineraries, meetings and seminars. Ability to organize and coordinate central office support activities effectively and efficiently. Ability to communicate effectively and produce documents for internal and public dissemination. Ability to use a personal computer with a variety of software applications.

License/Certification Requirements:

Must possess 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, and 3) 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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