

THE JUDICIAL BRANCH OF THE NAVAJO NATION

JOB VACANCY ANNOUNCEMENT

POSITION NO: 245566

Date Posted: March 21, 2025

CLASS CODE: 9159

Closing Date: **April 21, 2025**

POSITION TITLE: **Judicial Executive Assistant**

DEPARTMENT NAME: Office of the Chief Justice

WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: Monday - Friday	Permanent: <input checked="" type="checkbox"/>	Salary Range: \$72,119.52 - \$78,822.00
Hours: 8AM to 5PM	Temporary: <input type="checkbox"/>	Hourly Range: \$34.54 - \$37.75
No. Hrs./Wk.: 40	Part-Time: <input type="checkbox"/>	Grade/Step: CL68A -CL6D
DUTIES AND RESPONSIBILITIES		

The Executive Assistant is under the direct supervision of the Chief Justice. This position provides administrative and executive support of moderate difficulty to the Office of the Chief Justice, to enable effective office management and leadership functions; works closely with the Chief Justice to manage complex projects and communicate effective progress; develops and maintains positive internal and external relationships with a variety of stakeholders to coordinate efforts and resources for projects, meetings and events organized by the Office of the Chief Justice. The ideal candidate will be a highly motivated, detail-oriented, and organized professional who will work in a dynamic and high-paced office.

Executive Support: Assists with the daily workflow and works closely with the Chief Justice to provide judicial administrative support to the Office of the Chief Justice which includes finance, information technology, facilities, procurement, human resources, and other office/programs as determined by the Chief Justice. Works with the Administrative Director, AOC Directors, and other Judicial Branch staff to coordinate and organize information meetings, conferences, and special events; assists in organizing, implementing, and coordinating administrative activities between Office of the Chief Justice, AOC and Judicial District court and program personnel to achieve organizational goals and objectives; may coordinate publications, events, research, special projects, and day-to-day issues that arise for the Chief Justice. Assists the Office of the Chief Justice with administrative support and office management to prepare and distribute project-related communications, reports, and presentations; responds to requests for public information or refers to the appropriate resource. Assist the Office of the Chief Justice with providing technical assistance (when necessary) to other Navajo Nation departments and entities; Assist in representing the Office of the Chief Justice with Navajo Nation, federal, state, and local officials as directed by the Chief Justice. In coordination with the Chief Justice, AOC Director and the Government Affair Director, may assist in reviewing proposed or pending legislation for impact on the Judicial Branch; may assist in conducting research and analysis of proposals, legislation, and/or funding requests.

Office and Project Management: Keeps a comprehensive record of action items, including but not limited to, due dates, assigned owners, related notes, discussions, or planning sessions; regularly updates the status of action items indicating whether they are in progress, completed, or pending, and including any changes or modifications to action items. Creates and maintains project documentation, including meeting minutes, agendas, and action items; may assist in coordinating branch-wide administrative conferences, creates information packets for attendees, attends conferences, takes effective meeting minutes to document all actions as well as follow-up items. Assists in ensuring all logistical details for projects and meetings are completed and any problems are resolved; may coordinate services for conferences and meetings such as accommodations, transportation, facilities, catering, signage, and any special requirements. In coordination with the Chief Justice, may communicate regularly on program and/or project activities through reports, presentations, and meetings as requested.

Administrative Support : Assists with administrative support for the Office of the Chief Justice with phone and office coverage, scheduling meetings, and calendar management and other duties as assigned. Assists in making travel arrangements for the Chief Justice including transportation, lodging, registrations, and completes travel authorizations and prepares post travel packet.

Education, Training and Experience:

A Bachelor's Degree in either Public or Business Administration, Communication or a related field and four (4) years of administrative experience or an equivalent combination of education, training, and experience that provides the capabilities to perform the described duties.

Preferred Qualifications:

A Master's degree in Business or Public Administration.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS

Knowledge of modern principles and practices of administrative management, public administration, procurement, and financial administration. Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal operations relative to auditing, purchasing, grants, risk management, budgeting, and accounting. Knowledge and understanding of Diné Fundamental Laws and Navajo traditional values, concepts, and teachings. Knowledge of auditing, budget preparation, reporting systems, program analysis and performance measures, and revenue forecasting. Knowledge of record-keeping and data security methods and techniques.

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

Strong time management skills. Skill in developing and analyzing financial systems, procedures, controls, budgets, and forecasts. Skill in developing and analyzing administrative systems, procedures, and controls. Skill in conducting research and preparing reports, documents, and correspondence. Skill in managing complex internal relationships, maintaining open communication and effective working relationships. Skill in using a variety of computer software, including word processing, database, and spreadsheet applications. Excellent verbal and written communication skills. Ability to exercise initiative and judgment in interpreting and applying policies and procedures, and in planning and analyzing administrative activities. Ability to organize and coordinate multiple concurrent projects. Ability to make appropriate, informed decisions regarding priorities and available time. Ability to pay attention to detail. Ability to maintain a high level of integrity and discretion in handling confidential information.

SPECIAL REQUIREMENTS

Requires a valid state driver's license. Within 90 days of employment, 1) pass a criminal background check, 2) obtain a Navajo Nation vehicle operator's permit, and 3) obtain Financial Management Information System (FMIS) 6B certification.

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