

THE JUDICIAL BRANCH OF THE NAVAJO NATION

JOB VACANCY ANNOUNCEMENT

POSITION NO: 245561

Date Posted: March 21, 2025

CLASS CODE: 9258

Closing Date: **April 21, 2025**

POSITION TITLE: **Judicial Recruiter**

DEPARTMENT NAME: Administrative Office of the Courts

WORKSITE LOCATION: Window Rock, Arizona

| WORKS DAYS/HOURS: | POSITION TYPE: | SALARY INFORMATION: |
|-----------------------|--|------------------------------------|
| Days: Monday - Friday | Permanent: <input checked="" type="checkbox"/> | Salary Range: \$66,189 - \$74,437 |
| Hours: 8AM to 5PM | Temporary: <input type="checkbox"/> | Hourly Range: \$31.70 - \$35,35.65 |
| No. Hrs./Wk.: 40 | Part-Time: <input type="checkbox"/> | Grade/Step: CL67A – CL67E |

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Director of Human Resources and in close collaboration with the Administrative Director of the Courts, the Judicial Recruiter is responsible for developing and executing a comprehensive recruitment plan to fill vacant legal, judicial, court, and court-related positions within the Navajo Nation Judicial Branch. The Judicial Recruiter will research and implement the best practices in judicial recruitment, monitor hiring trends, and ensure the effective execution of recruitment strategies. This position requires the development of narrative reports with data-driven recommendations to support short- and long-term workforce planning efforts. The Judicial Recruiter will also provide administrative and technical recruitment services, offering guidance and support to the Director of Human Resources, the Administrative Director of the Courts, Judicial Branch personnel, and external stakeholders. This role includes managing the entire recruitment lifecycle, from sourcing and screening candidates to assisting with hiring and onboarding, and ensuring the selection of highly qualified legal professionals—including judges, attorneys, paralegals, and legal assistants—who align with the mission and values of the Navajo Nation Judicial Branch.

Recruitment Strategy, Planning & Compliance:

Develop and implement a Judicial Branch Recruitment Plan to fill legal, judiciary, and court-related positions. Design and execute targeted recruitment strategies while ensuring compliance with Navajo Nation employment laws, policies, and procedures. Monitor turnover and job vacancy trends, providing data-driven recommendations to leadership. Recommend policy improvements to enhance recruitment efforts and workforce planning. Maintain accurate records of recruitment activities, track hiring metrics, and manage recruitment budgets.

Candidate Sourcing, Outreach & Relationship Management:

Identify and attract qualified candidates through job boards, social media, networking events, career fairs, and referrals. Build and maintain a pipeline of potential candidates for future hiring needs. Expand outreach through colleges, networking groups, and legal organizations to ensure a diverse applicant pool. Serve as the point of contact for candidates and hiring managers, providing guidance and support throughout the hiring process. Develop recruitment materials, post job descriptions, and engage with law firms and judicial professionals to build long-term relationships.

Recruitment Process & Onboarding :

Manage the entire recruitment life cycle, including sourcing, preliminary screening, and coordinating with the selection authorities on qualification assessments and preliminary interviews. Collaborate with supervisors to determine staffing needs and implement hiring plans for legal professionals such as judges, attorneys, paralegals, clerks, and court staff. Coordinate with selection authorities to conduct reference checks in assessing candidate qualifications and suitability. Assist the selection and hiring authority in facilitating a smooth onboarding process for new hires to ensure a successful transition.

Professional Development & Collaboration

Work closely with the Director of Human Resources to address workforce challenges and ensure efficient hiring processes. Stay informed on recruitment best practices and industry trends, attending meetings, trainings, and conferences to maintain professional expertise. Provide analysis on recruitment and retention to leadership and recommend strategies for continuous improvement.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS

Excellent communication and interpersonal skills. Proven ability to build relationships and establish professional networks. In-depth knowledge of legal recruitment processes and best practices. Experience with applicant tracking systems (ATS) and candidate management platforms. Familiarity with legal industry trends, job markets, and workforce demands. Strong ability to work both independently and collaboratively in a team environment. Exceptional organizational and time management skills. Understanding of fundamental principles, practices, and trends in personnel management. Knowledge of job classifications and the work performed in various occupational roles. Expertise in human resource best practices and strategic recruitment planning. Proficiency in interview techniques and applicant screening methodologies. Comprehensive knowledge of the organizational structure of the Navajo Nation and the Judicial Branch. Understanding the Navajo Preference in Employment Act and applicable Navajo, state, and federal employment laws. Familiarity with court systems, court-related programs, and judiciary operations. In-

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

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depth knowledge of court laws, rules, regulations, policies, and procedures. Basic understanding of Diné Fundamental Laws, traditional values, concepts, and teachings. Proficiency in utilizing social media employment platforms for court-related recruitment. Strong knowledge of HR databases and employer branding strategies. Skilled in specialized recruitment for legal, judiciary, and court positions. Strong analytical and problem-solving skills. Ability to organize, track, and prioritize tasks efficiently. Capacity to adapt to shifting priorities and meet deadlines in a dynamic environment. Skilled in conducting research, compiling data, and preparing reports. Excellent verbal and written communication skills. Strong leadership abilities and decision-making skills. Proven ability to manage and foster relationships with diverse stakeholders. Proficiency in using various software applications for administrative and recruitment functions. Ability to multi-task and effectively prioritize workload. Strong customer service and relationship-building skills. Sound judgment in handling and safeguarding confidential information.

Education, Training and Experience:

A Bachelor's Degree in public administration, business administration, personnel management, or human resources administration and four (4) years of responsible experience in human resources recruitment strategies. The ideal candidate must be detail-oriented and have excellent interpersonal skills. An equivalent combination of education, training, and experience that provides the capabilities to perform the described duties will be considered.

Preferred Qualifications:

- Bachelor's degree in personnel management, public administration, or business administration.
- SHRM or THRP certification
- FMIS certification

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.