

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

POSITION NO: **245558**

Date Posted: **4/3/2025**

CLASS CODE: **9253**

Closing Date: **5/3/2025**

POSITION TITLE: **Procurement Specialist**

DEPARTMENT NAME: **Administrative Office of the Courts**

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>\$56,000.16 - \$59,090.40</u>
Hours: <u>8AM to 5PM</u>	Temporary: <input type="checkbox"/>	Hourly Range: <u>\$26.82 - \$28.30</u>
No. Hrs./Wk.: <u>40</u>	Part-Time: <input type="checkbox"/>	Grade/Step: <u>CL65A - CL65C</u>

**DUTIES AND RESPONSIBILITIES:**

Under the general direction of the Financial Services Director, performs daily tasks related to contract administration and oversight during the pre-award, evaluation, and post-award phases for various Judicial Branch projects and services contracts and goods. Ensures all Navajo Nation and other applicable acquisition rules are followed in the execution phase of contracts. Coordinate contract modifications, work with the vendor on service delivery, and collaborate on timely funding reconciliation and invoice payment. Assists in the development of contract requirements analysis documents. Performs market research. Prepares independent maximum feasible price estimates and cost-benefit analysis. Ensures proper structure of bid schedule, preparing the solicitation, determining sources to be solicited, conducting pre-bid conferences, processing protests, determining bids' responsiveness and bidders' responsibility. Develop supporting documentation such as statements of work (SOWs), funding information, schedules of deliverables, and other contract-related documents. Monitors all assigned contracts' cost, schedule, and performance parameters. In conjunction with the Finance Section, ensure timely contracts and goods payments. In conjunction with the contracting unit, ensures satisfactory performance of effort and timely delivery of services, as set forth in the contract. Monitors contractor's compliance with contract terms, conditions, and specifications. This includes providing timely, consistent, and comprehensive oversight of assigned contracts, delivery orders, and task orders. Ensures encumbering and unencumbering of funds to sufficiently address Judicial Branch needs. Serves as technical assistance liaison between Judicial Branch managers and vendors/contractors. Maintains a file system to record performance in all acquisition phases, including requirements development, pre-award activities, post-award contract administration, and termination/closure of contracts. Collaborates with Finance and Budget Sections on

**QUALIFICATION REQUIREMENTS:**

**Education, Training and Experience:**

A high school diploma or GED, training/education, and experience equivalent to a bachelor's degree in business, accounting, or finance, demonstrating the necessary job skills and proficiency. Preferred Associate's Degree in accounting, business administration, or finance. Experience in governmental sector, related to finance and accounting. Familiar with Judicial/Court

**Special Knowledge, Skills and Abilities:**

This position requires the following knowledge:

Basic principles of accounting/bookkeeping, records and file management. Navajo Nation procurement practices. Basic office support practices and procedures.

This position requires the following skills:

Reviewing, assessing and handling a variety of financial documents. Using 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 obtain and pass a criminal background check; obtain a Navajo Nation Vehicle Operator's Permit; and obtain Financial Management Information System (FMIS) 6B certification. 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.

**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**