

# THE JUDICIAL BRANCH OF THE NAVAJO NATION

## JOB VACANCY ANNOUNCEMENT

POSITION NO: 245608

Date Posted: 11/6/2025

CLASS CODE: 9254

Closing Date: **OPEN UNTIL  
FILLED**

POSITION TITLE: **Compliance Officer**

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: \$78,613.20 |
| Hours: 8AM to 5PM           | Temporary: <input type="checkbox"/>            | Hourly Range: \$37.65     |
| No. Hrs./Wk.: 40            | Part-Time: <input type="checkbox"/>            | Grade/Step: CL69A         |
| DUTIES AND RESPONSIBILITIES |                                                |                           |

Under the general direction of the Administrative Director of the Courts, conducts complex assessments of courts' compliance with internal control standards. Responsibilities include performing financial and operational reviews, analyzing fiscal processes, procedures, systems, and policies. Conducts field investigations, prepares and presents reports with findings and recommendations for improvement, and provides training on financial best practices. Independently examines financial records and case files of Judicial Districts and the Supreme Court to ensure compliance with policies governing revenue from fines, fees, and bonds. Performs other related duties as assigned.

### Financial Compliance Analysis and Reporting:

- Reviews financial records, accounts, case files, receipts, and documents for compliance and integrity.
- Conducts complex analytical and statistical research to support findings.
- Assesses case file review for compliance with Navajo Nation Statutes Annotated, Rules of Criminal Procedure, and internal policies.
- Ensures accuracy and internal control in accounting, auditing, and regulatory reports.
- Monitors budget revisions, court financials, fines, fees, and cash receipt handling.
- Reviews cash bond records, balances, remittance, and conversion processes.
- Identifies criteria for sufficient record examination.
- Evaluates segregation of duties and financial and internal controls.
- Verifies monthly accuracy and timeliness of remittance reports.
- Compares findings to established policies, identifying areas of compliance and non-compliance evaluations.
- Prepares formal compliance reports, working papers, and findings on the reliability of financial, procedural, and operational data.

### Recommendations and Action Plans:

- Submits findings and recommendations to the Administrative Director of the Courts.
- Proposes and implements approved corrective action plans, monitoring compliance.
- Assists in creating internal audit policies and procedures.

### Technical Support and Training:

- Provides training on policies, procedures, and areas of non-compliance.
- Offers guidance to branch employees and court officials for performance improvement.
- Maintains contact with court locations to assess the status of corrective measures and provides tailored instruction as needed.
- Serves as a resource for Judicial Branch committees, commissions, judges, court staff, and the public.

### Education, Training and Experience:

A bachelor's degree from an accredited college or university in business administration, accounting, finance, public administration, criminal justice, or a related field, along with three (3) years of progressively responsible experience in auditing, accounting, operations, procedures, or related areas. This experience should include the preparation or handling of financial documents and records, conducting compliance audits, developing compliance guidelines, collecting and analyzing data, and/or writing comprehensive reports. Alternatively, an equivalent combination of education, training, and experience that provides the necessary skills to perform the required duties may be considered.

**Preferred Qualifications:** Master's degree in business administration, accounting, finance, public administration, criminal justice, or a related field. Prior government, regulatory, internal audit, court, or government finance experience.

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](https://courts.navajo-nsn.gov)

**Special Knowledge, Skills, and Abilities:**

- Knowledge of financial, auditing, governmental accounting principles, and internal control methods; familiarity with Navajo Nation, local, state, and federal laws, regulations, and policies.
- Understanding of GAAP, GAAS, SAS, GASB 34, Single Audit Act Amendments, and OMB circulars.
- Knowledge of Diné Fundamental Laws, Navajo traditional values, and teachings.
- Knowledge of Navajo Nation Court procedures, financial management, auditing case files, internal controls, court records, and operations management.
- Familiarity with court processes and legal terminology.
- Understanding of basic management principles.
- Ability to identify program deficiencies and operational issues.
- Skilled in conveying technical concepts, providing reports, and communicating effectively.
- Experience working with diverse groups, including branch employees, government agencies, law enforcement, and the public.
- Competence in using computer software applications.
- Strong ability to establish and maintain cooperative working relationships.

**License/Certification Requirements:**

Requires 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.

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