

# THE JUDICIAL BRANCH OF THE NAVAJO NATION

## JOB VACANCY ANNOUNCEMENT

POSITION NO: 245607

Date Posted: 11/6/2025

CLASS CODE: 9255

Closing Date: **OPEN UNTIL  
FILLED**

POSITION TITLE: **Court Statistician**

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 direction of the Administrative Director of the Courts, manages and maintains statistical data and reports. Develops research data sets related to court and program activities, prepares comparative reports for data analysis, supports research and statistical initiatives, conducts data integrity reviews within court systems, and prepares statistical reports for Judicial Branch leadership.

### Data Management and Analysis:

- Creates and manages research data sets of court-related information to support statistical analyses and evaluations.
- Conducts data analysis to identify and track trends and patterns in court data.
- Prepares comparative reports to analyze data on due process and mediation issues.
- Forecasts court filing data using data modeling techniques.
- Reviews and corrects inaccuracies in the JustWare data system, ensuring data integrity and applying statistical methodologies for specialized analyses.
- Assists with data set creation and analysis as needed by the statistics and evaluation team.

### Reporting and Documentation:

- Gathers and compiles data to support periodic and special reports that document key activities of responsibility.
- Improves data reliability by reviewing and refining data management processes.
- Prepares and maintains records/files and completes clerical tasks, including physical inventories, memoranda, requisitions, and work orders.

### Technical and Professional Development:

- Evaluates statistical requirements for projects and information requests and provides recommendations.
- Supports software updates in the statistics and evaluation area by assisting the data administration team.
- Attends workshops or seminars to enhance technical skills and professional knowledge.

### Education, Training and Experience:

Bachelor's degree in statistics, management information systems, mathematics, business administration, or a closely related field and two years of related work experience or an equivalent combination of education, training, and experience.

### Preferred Qualifications

Master's degree in statistics, management information systems, mathematics, business administration or a closely related field with five years of related work experience.

### Special Knowledge, Skills, and Abilities:

- Knowledge of court processes, procedures, and practices.
- Knowledge of fundamental principles in statistical record-keeping and file management.
- Proficient in collecting, reviewing, and evaluating statistical data.
- Proficient in performing statistical analyses using specialized software packages.
- Skilled at presenting complex data in clear, meaningful formats using charts, graphs, and narrative explanations.
- Strong writing skills, including the ability to draft, edit, and format reports, with technical writing expertise to articulate policies and procedures.
- Strong communication skills, with the ability to produce documents for both internal and public audiences.
- Ability to conduct and interpret statistical data analysis.
- Ability to manage multiple projects concurrently.
- Ability to ensure data accuracy, validity, and reliability from source systems to final reporting.
- Familiarity with database development, online survey tools, and Microsoft applications.

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)

- Capable of collaborating and communicating effectively with diverse groups of people.

**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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