

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

POSITION NO: 234791 **Date Posted:** September 30, 2021
CLASS CODE: 9113 **Closing Date:** Open Until Filled
POSITION TITLE: District Court Clerk
DEPARTMENT NAME: Crownpoint Judicial District Court
WORKSITE LOCATION: Crownpoint, New Mexico

| WORKS DAYS/HOURS: | POSITION TYPE: | SALARY INFORMATION: |
|------------------------------|--|----------------------------------|
| Days: <u>Monday - Friday</u> | Regular Full-Time: <input checked="" type="checkbox"/> | Salary Range: <u>\$39,379.68</u> |
| Hours: <u>8AM to 5PM</u> | Temporary: <input type="checkbox"/> | Hourly Range: <u>\$18.86</u> |
| No. Hrs./Wk.: <u>40</u> | Part-Time: <input type="checkbox"/> | Grade/Step: <u>BQ60H</u> |

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Court Administrator and performs work of moderate difficulty in a variety of office and court-related clerical services in support of the operations of judicial district. Position requires independent judgement in performing those duties. **General Work Duties:** Performs a variety of court support tasks that are highly confidential and sensitive in compliance with established policies and procedures. Utilizes current and future court and office technologies. Receives and processes new cases. Enters and retrieves case information using automated database and manual logs. Creates case folders and maintains accurate records and generate statistical reports. Prepares, types, files and distributes court documents and correspondence to reflect judicial decisions. Schedules court hearings and records events as they occur. Calls cases and administers oath limited to court hearings for witnesses and jurors. Maintains the orderly flow of court proceedings. Operates and maintains digital/audio/video recording systems. Other duties may be assigned. **Financial Duties:** Complies with Judicial Branch Minimum Accounting Standards. **Customer Services:** Responds to inquires from the general public, counsel, court staff, law enforcement and other government agencies without giving legal advice. **Archival Duties:** Prepares all types of court cases for record preservation and retrieval through microfilm digital, archival computer, logs, dockets, files and automated information retrieval systems. Ensures completeness and proper order of all court cases for permanent official record retention prior to destruction of original files. **Other Duties:** May rotate through a variety of assignments within the court, based upon operational needs.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED;

Experience:

Four (4) years of progressive and responsible experience in office administration, clerical, paralegal, or basic accounting. An equivalent combination of education, training and work experience that provides the capabilities to perform the described duties may be considered.

Special Knowledge, Skills and Abilities:

This position requires the ability to do the following: File and process records through automated and manual filing systems. Perform basic accounting and related financial tasks. Operate office equipment and a computer utilizing a variety of software. Be respectful and courteous towards the public, co-workers and others. Communicate effectively. **The position requires the following knowledge:** Basic applicable Navajo Nation, State and Federal laws, and Navajo Rules of the Court. All applicable Judicial Branch and Navajo Nation Policies and Procedures. Peacemaking Program and Probation and Parole Services. Legal terminology. Personal computer hardware and software components.

License/Certification Requirements:

Must possess a valid state issued driver's license. Within 90-days of employment, must successfully pass a criminal background check; must obtain a Navajo Nation Operator's Permit. Within 90-days of employment, must successfully pass a typing test with results being fifty (50) words per minute with less than five (5) errors. Shall be eligible to register with the bank as a check endorser and successfully pas the processes established for the bank trust account. For this particular position class, incumbents are 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

**CONTACT INFO: JUDICIAL BRANCH HUMAN RESOURCES OFFICE
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