

THE JUDICIAL BRANCH OF THE NAVAJO NATION

JOB VACANCY ANNOUNCEMENT

POSITION NO: 244523 Date Posted: October 15, 2021
 CLASS CODE: 9158 Closing Date: **October 25, 2021 @ 5:00 p.m.**
 POSITION TITLE: Human Resources Specialist
 DEPARTMENT NAME: Administrative Offices 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>\$48,065.76</u>
Hours: <u>8AM to 5PM</u>	Temporary: <input type="checkbox"/>	Hourly Range: <u>\$23.02</u>
No. Hrs./Wk.: <u>40</u>	Part-Time: <input type="checkbox"/>	Grade/Step: <u>BQ63F</u>

DUTIES AND RESPONSIBILITIES

Under immediate supervision of the Director of Human Resources, performs human resources technical support of considerable difficulty associated with the security and maintenance of personnel records. Updates Human Resources Information System (HRIS) and provides power use support for the Judicial Branch. Provides administrative related services and assistance to the Director of Human Resources. Performs related work as assigned. Prepares and processes a variety of personnel action forms and records. Tracks and assures timely processing of personnel action forms. Enters confidential employee information into the HRIS and ensures accuracy and completeness of all information. Updates and maintains personnel files. Prepares and issues classification and reclassification decisions and other routine correspondence. Receives, reviews and processes employee time sheets and submits to payroll office. Receives and responds to requests for employment verifications and continuous services requests. Discloses non-protected personnel information in accordance with applicable policies. Prepares and posts job vacancy information. Receives employment applications and verifies their completeness. Reconciles position control records used in the annual budget. Provides technical assistance in areas of recruitment and selection, performance evaluation, position classification and wage and salary administration; monitors turnover and job vacancy statistics. Assists with recruitment activities for professional positions, such as judges, associate justices, and attorneys, including traveling to law schools, and state, county and federal agencies. Makes contact with these organizations and maintains professional relationships. Assists with qualification assessments on employment applications to determine whether applicants meet the requirements for job vacancies, promotion, transfer and acting status assignments. Interprets and explains established Judicial Branch employee policies and procedures (e.g., overtime, flex time, merit bonus, completion of documents and forms); provides orientation and training regarding employee policies and procedures. Prepares a variety of reports; assists with the development of training materials for presentation; assists with conducting training and orientation regarding the Judicial Branch Employee Policies and Procedures, disciplinary actions, the grievance process, etc.; may be assigned special projects. Works closely with the Director of Human Resources to address sensitive and confidential personnel concerns or determine best solutions to personnel issues; maintains employee relations and disciplinary files and records in accordance with applicable standards, regulations, policies and procedures. Receives grievances filed with the Judicial Branch Grievance Board. Generates a file, receives a copy of all pleadings, and sends all pleadings to Judicial Branch Grievance Board members and all concerned parties. Maintain grievance files and records in accordance with applicable standards, regulations, policies and procedures. Attends training, meetings and conferences to develop and maintain professional competence.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

A high school diploma or GED and two years of responsible experience in a personnel management environment. An equivalent combination of education, training and experience that provides the capabilities to perform the described duties will be considered.

Special Knowledge, Skills and Abilities:

This position requires the following knowledge: Basic principles, practices and trends of personnel management, and records management. Specialized recruitment strategies for various types of positions. Work performed by employees in a wide variety of occupational titles. Organizational structure of the Navajo Nation and Judicial Branch of the Navajo Nation. Manual filing and database systems and HRIS. Navajo Preference in Employment Act. **This position requires the following skills and abilities:** Use a personal computer with a variety of software applications. Reviewing, assessing and handling a variety of personnel related documents. Problem analysis and resolution. Organizing, tracking and prioritizing assignments and tasks. Setting priorities to meet established as well as changing deadlines. Applying judgement in the release of confidential information. Researching, compiling and preparing reports and related information.

License/Certification Requirements:

Must possess a valid state driver's license. Must be HRIS certified within 90 days of employment. Within 90 days of employment, must obtain and pass a criminal background check. Must obtain a Navajo Nation Vehicle Operator's Permit. Must become FMIS and 6B certified.

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
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