



TOHONO O'ODHAM NATION JUDICIAL BRANCH

P.O. Box 761 • Sells, AZ • 85634

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JOB ANNOUNCEMENT

Job Title:	Data Entry Specialist	Status:	Probationary/Permanent, Full-Time
Division:	Support Services	Hrs/Work:	Non-Exempt
Salary:	\$17.86 per hour	Job Location:	Sells, AZ

Position Summary:

The main responsibility of this position is to provide data entry support for the court records in the Judicial Support Division.

Supervision Received: Under the supervision of the Clerk of Court.

Minimum Qualifications:

- High School Diploma or GED Certificate; and
- Successful completion of at least 2 years training in the secretarial field and/or word processing software (attach certificate); or
- At least (4) years working experience in the secretarial field.

-AND-

- Must possess and maintain a valid Arizona Driver's License with no major traffic citations within the last three (3) years.
- Must submit a 39-month driving record with the employment application.
- Must pass a criminal background investigation prior to employment.
- Based on the department needs, applicants may be required to demonstrate fluency in both the Tohono O'odham Language and English as condition of employment.
- Must be able to type a least 35-45 WPM and demonstrate proficiency in grammar, spelling, math and filing.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations or tribes, (3) other candidates. The Tohono O'odham Nation Judicial Branch is committed to providing Equal Employment Opportunities.

Job description is available at the Tohono O'odham Justice Center or call (520) 383-6300.