



# TOHONO O'ODHAM NATION JUDICIAL BRANCH

P.O. Box 761 • Sells, AZ • 85634

PHONE (520) 383-6300 • FAX (520) 383-3500

## JOB ANNOUNCEMENT

<b>Job Title:</b>	Receptionist	<b>Status:</b>	Probationary/Permanent, Full-Time
<b>Division:</b>	Support Services	<b>Hrs/Work:</b>	Non-Exempt
<b>Salary:</b>	\$ 18.7572 per hour	<b>Job Location:</b>	Sells, AZ

### Position Summary:

The main responsibility of this position is to greet and assist the public who enter the Justice Center.

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

### Minimum Qualifications:

- High School Diploma or GED Certificate; and
- At least 1 year experience and/or training in the secretarial or receptionist 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 and fingerprint check 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 25 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.