



## TOHONO O'ODHAM NATION JUDICIAL BRANCH

P.O. Box 761 • Sells, AZ • 85634

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

Website Address: <https://tojc-nsn.gov>

### JOB ANNOUNCEMENT

|                   |                     |                      |                                   |
|-------------------|---------------------|----------------------|-----------------------------------|
| <b>Job Title:</b> | Accounting Clerk I  | <b>Status:</b>       | Probationary/Permanent, Full-time |
| <b>Division:</b>  | Accounting Division | <b>Hrs/Work:</b>     | Non-Exempt                        |
| <b>Salary:</b>    | \$20.1994 per hour  | <b>Job Location:</b> | Sells, AZ                         |

#### **Position Summary:**

The main responsibility of this position is to ensure that the process for receiving court fines and/or domestic payments are followed, and that statistical and fine reports are maintained on a current basis, which is most vital to the judicial management component.

Supervision Received: Under the supervision of the Judicial Senior Accountant.

#### **Minimum Qualifications:**

- High School Diploma or GED Certificate;
- Associates degree in Accounting or related field, or
- Four years work experience in accounting, bookkeeping, or any equivalent combination of education and training.

**-AND-**

- Must possess and maintain a valid Arizona Drivers License with no major traffic citations within the last three years.
- Must submit a 39-month driving records with the employment application.
- Must pass a criminal background investigation and fingerprint check prior to employment.
- Must be able to type at least 30 WPM and demonstrate 80% proficiency in grammar, spelling, and math.
- Based on the department needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as condition of employment.

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.