



TOHONO O'ODHAM NATION JUDICIAL BRANCH

P.O. Box 761 • Sells, AZ • 85634

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

JOB ANNOUNCEMENT

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|-------------------|--------------------|----------------------|-----------------------------------|
| Job Title: | Office Specialist | Status: | Probationary/Permanent, Full-Time |
| Division: | Court Services | Hrs/Work: | Non-Exempt |
| Salary: | \$21.7525 per hour | Job Location: | Sells, AZ |

Position Summary:

The main responsibility of this position is to provide clerical work and management of the divisional front office.

Supervision Received: Under the supervision of the divisional supervisor, manager or administrator in accordance with the Tohono O'odham Nation Justice Center Organizational Chart.

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 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 at least 30 WPM and demonstrate 80% proficiency in grammar, spelling, and math.
- Must enter into an employment contract.
- A physical examination is required upon employment.
- Must successfully complete a six (6) month probationary period during which incumbent will be evaluated for satisfactory performance of duties and responsibilities listed.

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.