

TOHONO O'ODHAM NATION JUDICIAL BRANCH

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JOB DESCRIPTION

Job Title:	Data Entry Specialist	Job Class Assignment:	7003
Department:	Judicial Branch	Eligible for Overtime:	YES
Division:	Support	Pay Grade:	20.1

Position Summary:

The main responsibility of this position is to provide clerical support for the Judicial Support Division.

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

Essential Duties and Responsibilities:

- Work with confidential and/or sensitive information regarding court cases, this applies to any and all Court actions (official and unofficial).
- Receive and type all correspondence, and any other material using word processing equipment.
- Maintain the filing system regarding information pertaining to court records.
- Assist Judicial Clerks in typing transcripts, court orders, juror invoices, and any other material relating to the judicial system, using word processing equipment.
- Answer telephones, transfer calls, receive and deliver messages.
- Enter case files into the case management system.
- Scan court documents into the case management system.
- Contribute to a team effort and accomplish related results as required.
- Perform other related work as required.
- Perform other job duties as assigned.

Knowledge, Skills, Certifications and Abilities:

- Knowledge of the Tohono O'odham culture, customs, and traditions.
- Knowledge of office practices and procedures, including efficient filing system skills.
- Knowledge of the Tohono O'odham Nation Judicial Branch policies and procedures.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to work extended hours and various work schedules.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Skill in providing superior customer service for both internal and external customers.
- Considerable knowledge of the economic, educational, health and social problems of Native Americans.
- Ability to maintain a professional appearance and attitude benefiting this position and program.

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.

Additional Requirements:

- Must possess and maintain a valid Arizona Drivers 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 a least 35-45 WPM and demonstrate proficiency in grammar, spelling, math and filing.
- 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.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; walk; use hands to finger, handle, or feel reach with hands and arms.

This list of duties and responsibilities is illustrative only of the task performed by this position and is not all-inclusive.