



TOHONO O'ODHAM NATION JUDICIAL BRANCH

P.O. Box 761 • Sells, AZ • 85634
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JOB ANNOUNCEMENT

Job Title:	Court Officer	Status:	Probationary/Permanent, Full-Time
Division:	Court Officer Division	Hrs./Work:	Non-exempt
Salary:	\$19.73 per hour	Job Location:	Sells, AZ

Position Summary:

Court Officers serve the Judicial System to ensure proper order and decorum during court proceeding for both the Adult and Children's Court proceedings, including initial appearances, arraignments, trials, and other hearings. Court Officers also provide security for the Judicial Branch.

Supervision Received: Under the supervision of Court Officer I.

Minimum Qualifications:

- High School Diploma or GED Certificate; and
- Any combination of 4 years' experience, education, and training in the judicial or law enforcement field which demonstrates ability to perform the duties and responsibilities of this position.

-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.

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.