

# TOHONO O'ODHAM NATION JUDICIAL BRANCH

P.O. Box 761 • Sells, AZ • 85634

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## JOB ANNOUNCEMENT

<b>Job Title:</b>	Property Specialist	<b>Status:</b>	Probationary/Permanent, Full-Time
<b>Division:</b>	Accounting	<b>Hrs/Work:</b>	Non-Exempt
<b>Salary:</b>	\$19.25 per hour	<b>Job Location:</b>	Sells, AZ

### **Position Summary:**

The primary function for this position is to maintain a process for purchasing, distributing, storing and inventorying all judicial property and supplies. This position also provides for maintaining the process for coordinating the use of judicial vehicles by staff and maintaining a process in which judicial vehicles will be scheduled for repairs and maintenance.

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
- A minimum of four (4) years experience in accounting functions, inventory control, fixed and capital assets management or equivalent combination.

**-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.