



TOHONO O'ODHAM NATION JUDICIAL BRANCH

P.O. Box 761 • Sells, AZ • 85634

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

JOB ANNOUNCEMENT

Job Title:	Computer Specialist	Status:	Probationary/Permanent, Full-Time
Division:	MIS Division	Hrs/Work:	Non-Exempt
Salary:	\$27.86/hour	Job Location:	Sells, AZ

Position Summary:

The main responsibility of this position is to assist in the effective and efficient operations of the Judicial Branch computer Network system.

Supervision Received: Under the supervision of the Network Administrator.

Minimum Qualifications:

- High School Diploma or GED Certificate; and
- Associates Degree in Management Information Systems or related field; or
- A minimum of four year's experience and training in Management Information Systems or related field.

-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 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, and math.

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.