

THE JUDICIAL BRANCH OF THE NAVAJO NATION JOB VACANCY ANNOUNCEMENT

POSITION NO: 245201 Date Posted: October 27, 2022
 CLASS CODE: 9030 Closing Date: **Open Until Filled**
 POSITION TITLE: **Judicial Hearing Officer**
 DEPARTMENT NAME: Window Rock District Court
 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: Monday - Friday	Permanent: <input checked="" type="checkbox"/>	Salary Range: \$ 75,418.56
Hours: 8AM to 5PM	Temporary: <input type="checkbox"/>	Hourly Range: \$ 36.12
No. Hrs./Wk.: 40	Part-Time: <input type="checkbox"/>	Grade/Step: BX66K

DUTIES AND RESPONSIBILITIES

Under the administrative supervision of the Chief Justice or his/her designee, this position exercises authority to preside over hearings and dispositions involving the Domestic Abuse Protection Act and Alchinni Bi Beehazannii Act occurring within the respective jurisdictions of the District Courts of the Navajo Nation; performs related work as assigned. The Judicial Hearing Officer ("JHO") will preside over Alchinni Bi Beehazannii Act Shelter Care hearings to determine temporary custody of children taken into physical custody by the Division of Family Services and Domestic Abuse Protection proceedings involving families who need protection due to domestic violence. The JHO will ensure shelter care hearings and domestic violence proceedings are held promptly, consistent with Navajo law, and fair to everyone. In an effort to return families to safe and healthy environments, it may be necessary for the JHO to identify services available and make referrals to the Division of Family Services and other agencies. The JHO will engage in legal research and writing in child welfare, domestic abuse, temporary minor or adult guardianship, child custody, and other family matters. The JHO shall administer oaths, examine witnesses, review evidence, render decisions and draft proposed orders based upon the law and evidence submitted.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

Active membership in the Navajo Nation Bar Association; and four (4) years of progressively responsible experience in the practice of law, or experience as an administrative law hearing officer.

Special Knowledge, Skills and Abilities:

This position requires the ability to: Knowledge of Navajo Nation laws and applicable state and federal statutes, rules, administrative orders, policies and procedures, and case law. Knowledge of court processes, administrative law processes and legal terminology. Knowledge of intergovernmental relations. Knowledge of the principles and methods of conducting and undertaking legal research. **Shall learn the following:** Skill in conducting valid, effective legal research. Skill in applying legal precedents to individual cases. Skill in legal writing and drafting proposed orders. Skill in operating a personal computer utilizing a variety of Microsoft software applications. Skill in establishing and maintaining effective and cooperative working relationships with staff, other departments of the Navajo Nation, attorneys, litigants, witnesses, and others.

License/Certification Requirements:

Must possess a valid state driver's license. Within 90 days of employment, must pass a criminal background check; and, obtain a Navajo Nation Vehicle Operator's Permit and FMIS certification.

Must be able to speak and understand Navajo and English.

THE JUDICIAL BRANCH OF THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH
THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. Revised: October 01, 2010

CONTACT INFO: Judicial Branch Human Resources
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