

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0449818

DATE POSTED: 01/20/15

POSITION NO: 210280

CLOSING DATE: 02/02/15

POSITION TITLE: Senior Warehouse Worker

DEPARTMENT NAME / WORKSITE: DODE/Office of Navajo Nation Library/Window Rock, AZ

WORK DAYS: Mon.-Fri. REGULAR FULL TIME: GRADE/STEP: AB58A

WORK HOURS: 8am-5pm PART TIME: NO. OF HRS./WK.: _____ \$ 24,128.00 PER ANNUM

SEASONAL: DURATION : _____ \$ 11.60 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Acts as lead worker with less experienced staff providing guidance and direction. Staff member is responsible for delivering books and non-book materials to Navajo Nation Chapters/Headstart Centers on a scheduled basis in Arizona, New Mexico and Utah portions of Navajo Nation. Staff will assist in the loading and unloading of donated books and non-book materials at the library or off-Navajo Nation locations as donations are secured. Staff member will maintain records on miles traveled, track books and non-book materials distributed to chapter/headstart centers and other services locations after each delivery day. The information will be submitted to the Program Supervisors for inclusion in the monthly and quarterly reports. Staff member will be responsible for ensure vehicle maintenance of the programs assigned vehicle via a maintenance schedule. Have good customer service and be able to work with patrons.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED, and three (3) years of warehousing, shipping and receiving inventory experience.

Preferred Qualifications:

- Proficient in Microsoft Office software or other computer applications.
- Forklift operation experience.

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.