THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR0619868**	DATE POSTED:	**02/02/15**
POSITION NO:	**201345**	CLOSING DATE:	**02/13/15**
POSITION TITLE:	**Sales Clerk**		
DEPARTMENT NAME / WORKSITE:	**DNR/Navajo Nation Museum / Window Rock, Arizona**		

WORK DAYS:	Tues-Sat	REGULAR FULL TIME:	☑		GRADE/STEP:	AB56A
WORK HOURS:	FLEX	PART TIME:	☐	NO. OF HRS./WK.:	$ 20,300.80	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 9.76	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under direct supervision of the Museum Director; oversees Museum Gift Shop reception and sales desk, greets and assists customers/visitors, responds to customer questions, conducts sales of varied publications and merchandise. Performs financial related tasks; obtaining comparable quotations from vendors, preparing purchase requisitions/request for direct payments/interdepartmental charge requisitions/ stationary supply orders, pricing of sales items, preparation of bi-weekly payroll timesheets, maintains accurate records of orders and accounts receivable transactions, conducts daily/weekly/monthly/quarterly /yearly sales reconciliation and close-out procedures and other financial related assignments as deemed necessary. Maintains inventory of current items and provides recommendations on new merchandising, initiates orders and payment requests accordingly. Ensures proper control of storage and display areas, ensures security of Gift Shop contents including physical protection when necessary. Plans, designs, schedules and installs new store displays on a consistent basis, develops and implements relevant marketing initiatives to promote the Gift Shop and overall the Museum. Incumbent often serves as a backup to the Facilities Representative by maintaining front desk reception duties including answering telephone calls, directing/assisting visitors and customers, faxing and copying services and performing other duties associated with front desk operations. Attends conferences, department/division meetings and seminars. Performs other duties as assigned including but not limited to participation in various special projects/ events not directly related to Gift Shop sales/duties.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED.

Preferred Qualifications:

- One (1) year retail sales, administration or related experience.
- College courses in general accounting, office procedures or marketing.

Special Requirements:

- Possess a Valid State issued 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:

Knowledge in QuickBooks software, basic accounting, recordkeeping, inventorying and ordering stock; ability to operate a computer and a sales register for cash, credit cards, and purchase order transactions. Familiarity with the tribal procurement processing system preferred.

<<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.