

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO:     **DNR0582891**    

Date Posted:     **02/14/11**    

POSITION NO:     203881    

Closing Date:     **02/28/11**    

CLASS CODE:     3261    

POSITION TITLE:                             **Fee Collectors - Temporary (4) positions**                            

DEPARTMENT NAME:                     DNR/Navajo Tribal Parks & Recreation Department - Monument Valley Tribal Park                    

DEPARTMENT NO:     58                        WORKSITE LOCATION:                             Monument Valley, UT                            

WORKS DAYS/HOURS:                    POSITION TYPE:                            GRADE:     N560A    

Days:     Varies    

Permanent:

SALARY

Hours:     Varies    

Temporary:

Duration:                      \$     18,470.40     Per Annum

**Work regular and irregular hours, weekends and holidays**

Part-Time:

No. of Hrs/Wk:     40     \$     8.88     Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs duties of routine difficulty, which include providing resource orientation, disseminating information of park and recreational areas and facilities, collects appropriate fees at park entrance stations, campground and ensures that required fees are collected. Responsible for collecting appropriate fees, operates cash register; performs opening and closing shift functions; issues entrance receipts; verifies entrance receipts; prepares shift reports to verify money collected; accounts for all machine transactions using journal; receipt tapes and register of voided transactions; safeguards funds collected following established guidelines. Responsible for providing answers to visitor questions concerning the specified park area, recreational opportunities, concession-operated facilities and services, and campground availability; distributes maps, brochures, and other printed materials; provides direction and routes of travel through the area; informs visitors of potential safety hazards; evaluates problems and makes decisions as to appropriate action to resolve the situation following operational guidelines and procedures; and performs other related duties as assigned or required.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

High School Diploma and or GED and *(to receive full credit applicant must submit copies of transcripts, degrees, certificates, etc.)*

**Experience:**

one year of bookkeeping and general clerical, cashing and accounting experience; or an equivalent combination of education, training and experience that provides the capabilities to perform the described duties. Some accounting experience preferred but not required.

**Special Knowledge, Skills and Abilities:**

Knowledge of general cash and financial administration principles and practices. Knowledge and understanding of park organization and operating policies and procedures, including laws and regulations. Knowledge of modern office procedures and practices used in cash transactions, including record keeping and data security methods and techniques. Skill in operating electronic cash register, credit card machine, calculator and two-way radio. Skill in accurately completing standard mathematical calculations. Skill in establishing cooperative work relationships with those contacted in the course of work. Ability to communicate effectively orally and in writing; ability to deal effectively and deal with a high volume of personal contacts.

**License/Certification Requirements:**

**Valid State Drivers License, preferred and temporary Navajo Nation Tribal Permit. Background check required.**

**VETERANS PREFERENCE APPLIES**

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

*Revised: 1-15-99*