

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR0582894**

Date Posted: **02/14/11**

POSITION NO: 203881

Closing Date: **02/28/11**

CLASS CODE: 3261

POSITION TITLE: **Fee Collectors - Temporary (2) positions**

DEPARTMENT NAME: DNR/Navajo Tribal Parks & Recreation Department - Bowl Canyon Recreational Area

DEPARTMENT NO: 58 WORKSITE LOCATION: Crystal, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N560A

Days: Varies

Permanent:

SALARY

Hours: Varies

Temporary:

Duration: \$ 18,470.40 Per Annum

**Required to work weekends & holidays at
irregular hours**

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:

A high school diploma or GED; **(to receive full credit applicant must submit copies of transcripts, degrees, certificates, etc.)**

Experience:

One (1) year of bookkeeping, accounting experience, general clerical, cashiering; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. (College level courses in accounting, business administration, or related subject, preferred).

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 required must obtain Navajo Navajo 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