THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR0587765**	Date Posted:	**04/23/13**
POSITION NO:	203881	Closing Date:	**05/06/13**
CLASS CODE:	3261		
POSITION TITLE:	**Fee Collector - Two (2) Positions - TEMPORARY**		
DEPARTMENT NAME:	Navajo Parks & Recreation Department		
DEPARTMENT NO:	58	WORKSITE LOCATION:	LeChee, AZ
WORKS DAYS/HOURS:		POSITION TYPE:	
Days:	Varies	Permanent:	☐
Hours:	Varies	Temporary:	☑
		Part-Time:	☐

GRADE: R56A

SALARY:

Duration: _____

No. of Hrs/Wk: 40

$ 19,136.00 Per Annum

$ 9.20 Per Hour

Note: Required to work regular and irregular hours, weekends and holidays.

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.

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).***

In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.

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.

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***