THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR05815551 DATE POSTED: 05/31/18
POSITION NO: 244044 CLOSING DATE: 06/13/18
POSITION TITLE: FEE COLLECTOR (3 Positions)
DEPARTMENT NAME / WORKSITE: DNR/PARKS AND RECREATION - CRYSTAL, NM
WORK DAYS: VARIES REGULAR FULL TIME: ☐ GRADE/STEP:
WORK HOURS: VARIES PART TIME: ☐ NO. OF HRS./WK.: $ 20,800.00 PER ANNUM
SENSITIVE ☑ SEASONAL: ☑ DURATION : $ 10.00 PER HOUR
NON-SENSITIVE ☐ TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:
Under general supervision, will be collecting fees at Tribal parks at entrance station, issues camping, hiking, photography and special permits and collecting necessary fees; prepare reports for funds collected and reconcile against the cash register journal, receipts and voided transactions; reports any discrepancy or issues from visitors and general public to Supervisor by completing incidents reports; Disseminate information to visitors and general public on tribal parks and recreation areas; provide interpretation on the sites, trails and history related to the tribal parks; advise them of pertinent rules and regulation, policies and procedures related to the tribal parks; Custodial and office coverage during busy hours; report any deficiencies and damages to facility to the Park Maintenance Worker for repairs and renovation; assist in maintaining a safe and healthy environment for staff, visitors and general public.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
• A high school diploma or GED; and one (1) year of bookkeeping, clerical, cashiering and accounting experience; or an equivalent combination of education or experience

Special Requirements:
• Possess a valid state driver's license.
• A favorable background investigation.

(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 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 with a high volume of personal contacts.

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