THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **OOC0287871** | Date Posted: **06/17/13**

POSITION NO: **211060** | Closing Date: **06/28/13**

CLASS CODE: **1362**

POSITION TITLE: **MAIL CLERK**

DEPARTMENT NAME: **Office of the Controller/Office Services**

DEPARTMENT NO: **28** | WORKSITE LOCATION: **Window Rock, Arizona**

WORKS DAYS/HOURS:
Days: **Mon - Fri**
Hours: **8am to 5pm**

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration: _____
Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **R56A**

SALARY:
$ **19,136.00** Per Annum
$ **9.20** Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs work of routine difficulty in providing mail distribution and delivery services for the Navajo Nation; performs related work as assigned. Collects, sorts and processes outgoing regular, certified, priority, and express mail; categorizes items, confirms weights, operates postage machine; records number of items and amount of postage fees; updates transaction reports; transports outgoing mail to United State Postal Service (USPS) office; picks up incoming USPS mail according to established schedule.

Sorts items by recipient, program and location; delivers items to centralized office locations; may deliver mail and other items to office locations using tribal vehicle; performs clerical and support activities for work unit such as transporting records to storage, preparing and microfilming records, maintaining fax machines and copiers.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

and one (1) year mail room, delivery or general clerical experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***(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 mailroom equipment (e.g., postal meter, postal scales, postage machine, computer, time machine, planetary camera).
Knowledge of the U.S. Postal Service Zip Code system.
Knowledge of applicable Navajo Nation, federal, state and local laws, ordinances, statutes, regulations, rules, policies and procedures.
Knowledge of the location of offices within assigned delivery area.
Skill in operating mailroom equipment.
Skill in communicating effectively, orally and in writing.
Skill in the safe and proper operation of equipment and tools.
Skill in establishing cooperative work relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work involves moderate to heavy work in all types of weather. There is frequent need to stand, stoop, walk, lift heavy objects (up to 50 pounds) and perform other similar actions during the course of the workday.

License/Certification Requirements:

Must possess a valid state driver's license and a Navajo Nation Vehicle Operator's 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***