THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS0397986**	Date Posted:	**07/15/13**
POSITION NO:	**241083**	Closing Date:	**07/26/13**
CLASS CODE:	**4143**		
POSITION TITLE:	**LABORER**		
DEPARTMENT NAME:	**DSS/Navajo Nation Program for Self Reliance**		
DEPARTMENT NO:	**39**	WORKSITE LOCATION:	**Window Rock, Arizona**

WORKS DAYS/HOURS:
Days: **Monday thru Friday**
Hours: **8:00 AM - 5:00 PM**

POSITION TYPE:
Permanent: ☑
Temporary: ☐
Part-Time: ☐

Duration:
No. of Hrs/Wk: **40**

GRADE: **R55A**
SALARY:
$ **17,555.20** Per Annum
$ **8.44** Per Hour

DUTIES AND RESPONSIBILITIES:

Provides physical labor assistance to all Navajo Nation Program for Self Reliance (NNPSR) offices including one administration office, seven direct service offices, and three sub-offices. Performs standard assembling and disassembling of office furnishings, fixtures, file cabinets, drawers, and chairs. May perform some carpentry maintenance tasks including painting & texturing and door & hardware installation; paints interior of building as appropriate. Performs and conducts periodic inventory audits and reconciles physical office furnishing, office supplies, and office equipment. Manages arrangement for transfer of office furnishings and rotation as appropriate. Develops and maintains recordkeeping of work orders and internal controls. Arranges transportation of office furnishing and or delivery of goods and office supplies to appropriate NNPSR field office. Conducts monthly inspections of the tribal vehicles assigned to the NNPSR Support Services office and cleans as necessary; transports vehicles to NN Fleet Management for appropriate maintenance. May perform custodial maintenance duties such as dusting, mopping, vacuuming & shampooing carpets, changing light bulbs, etc. Performs miscellaneous job-related duties as assigned.

QUALIFICATION REQUIREMENTS:

Minimum Qualifications:

Six (6) months of general construction or warehousing experience.

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 tools and materials used in construction trade; knowledge of operation and maintenance of hand and power tools. Ability to read and interpret blueprints and specifications; ability to understand and follow verbal and written instructions; knowledge of Navajo Nation Personnel Policies and Procedures Manual and Navajo Nation Travel Policies and Procedures.

License/Certification Requirements:

Must possess a valid state driver's license and ,within 90 days of employment, must obtain a Navajo Nation Vehicle Operator's Permit.

VETERAN'S 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***