

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR05824326**
POSITION NO: 245174
POSITION TITLE: _____

DATE POSTED: 07/20/22
CLOSING DATE: **08/02/2022 by 5 pm**

Fee Collector

DEPARTMENT NAME / WORKSITE: DNR/Parks & Recreation Department/Canyon De Chelly Cottonwood Campground - Chinle, AZ

WORK DAYS: <u>Varies</u>	REGULAR FULL TIME: <input type="checkbox"/>	GRADE/STEP: <u>BQ56A</u>
WORK HOURS: <u>Varies</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>23,155.92</u> PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>11.09</u> PER HOUR
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input checked="" type="checkbox"/>	<u>4 Months</u>

DUTIES AND RESPONSIBILITIES:

Under general supervision will be collecting fees at Tribal Parks at entrance station, issues camping, hiking, photography and special use permits and collecting necessary fees; prepares 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 incident 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/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.

(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.