THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR05812263**	DATE POSTED:	**07/25/16**
POSITION NO:	**203881**	CLOSING DATE:	**08/05/16**
POSITION TITLE:	**Fee Collector (1) Temporary Position (S)**		
DEPARTMENT NAME / WORKSITE:	**DNR/Navajo Parks and Recreation Department/ Cameron, AZ**		

WORK DAYS:	Varies	REGULAR FULL TIME:	☐		GRADE/STEP:	AB56A
WORK HOURS:	Varies	PART TIME:	☐	NO. OF HRS./WK.:	$ 20,300.80	PER ANNUM
NOTE: Required to work irregular hours, by schedule.		SEASONAL:	☐	DURATION :	$ 9.76	PER HOUR
		TEMPORARY:	☑			

DUTIES AND RESPONSIBILITIES:

Under genreal supervision, performs duties of routine difficulty, which inlcude providing resource orientation, disseminating information of park and recreational areas and facilities, collecting and accounting for fees, and visitor management-related services; and performs related work as required. Responsible for collecting appropriate fees at park entrance station, visitor center, campground or other visitor contact stations following established accountability guidelines; ensures that required fees are collected; operates electronic cash register, performs opening and closing shift functions; issues entrance receipts; verifies entrance receipts and various passes for validity dates; prepares shift reports to verify money collected and all machine transactions using journal and receipt tapes and register of voided transactions; safeguards funds collected. 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 recommendations.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A High School Diploma or GED and one year experience or education in bookkeeping, general clerical, and cashiering.

Special Requirements:

- A favorable background investigation. ***(If selected for the position, tribal, federal, and state background checks must be completed prior to employment at the applicant's expense.)***
- Valid state driver's license required.

(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.

<<A favorable background investigation is required>>

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