THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR05814154** DATE POSTED: 08/04/17
POSITION NO: 243830 CLOSING DATE: OUF
POSITION TITLE: Fee Collector
DEPARTMENT NAME / WORKSITE: DNR / Navajo Parks & Recreation Department / LeChee, AZ
WORK DAYS: Varies REGULAR FULL TIME: ☑ GRADE/STEP: AB56A
WORK HOURS: Varies PART TIME: ☐ NO. OF HRS./WK.: $ 20,300.00 PER ANNUM
SEASONAL: ☐ DURATION : $ 9.76 PER HOUR
TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:
Collects fees at the at the Park entrance, back country/ hiking fees. Ensures the correct fees are collected; operates KIS machine to collect fee and issue receipts to all customers. Performs open and closing shift reports; verifies cash collected and accounts for all monies to coincides with receipt issued. Reports all transaction from journal tape, voids and sale. Safe keeping funds collected. Provides information to visitors questions regarding specific park and other recreation areas on Navajo Navajo Parks and Recreation. Distributes information including maps, brochures and other printed materials. Providing directions to other destination and routes throughout the area. informing visitors of potential hazard and inclement weather conditions and makes appropriate decisions to resolve the satiations

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:

- High School Diploma/GED; and one (1) year of bookkeeping, clerical, cashiering, and accounting experience, customer Service experience; or an equivalent combination of education and experience.

Special Requirements:

- Posses a valid sate driver's license.
- A favorable background investigation is 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 and practices. Knowledge and understanding of ark organization and operating policies and procedures, including laws and regulations. Know of modern office procedures and practices used in cash transaction, including record keeping and data security methods and techniques. Skill in operating electronic cash register, credit card machine, calculator and two way radios. skill in accurately completing standard mathematical calculations. Skill in stablishing cooperative work relationships with those contacted in the course of work.

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