

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u> OOC03314168 </u>	DATE POSTED: <u> 08/11/17 </u>	
POSITION NO: <u> 202511 </u>	CLOSING DATE: <u> 08/24/17 </u>	
POSITION TITLE: <u> Warehouse Worker </u>		
DEPARTMENT NAME / WORKSITE: <u> Division of General Services / Property Management Department / Fort Defiance, Arizona </u>		
WORK DAYS: <u> M-T-W-T-F </u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u> AB56A </u>
WORK HOURS: <u> 8-12 am;1-5 pm </u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: <u> </u> \$ <u> 20,301.00 </u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : <u> </u> \$ <u> 9.76 </u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	<u> </u>

DUTIES AND RESPONSIBILITIES:

Verifies and tracks equipment along with property purchases; receives shipments as required; verifies accuracy and condition of shipment received; retrieves appropriate documentation; coordinates property number assignment through property management; tracks property numbers in computerized system; tags and issues equipment to department; tracks equipment through inventory control measures; reports loss, theft or damage to Navajo Nation property; develops corrective measures to reconcile changes in property values, losses and/or problems incurred; oversees disposition of surplus and/or excess equipment;; ensures appropriate write off of equipment and property. Duties and responsibilities include vehicle disposals, vehicle valuations, represent the Navajo Nation at vehicle auctions and State Motor Vehicle Departments. Conducts inventory and establishes value of excess equipment; ensures surplus property is properly disposed of; records information regarding surplus equipment into computerized system; assists departments in coordinating repair and/or replacement of equipment; compiles information for recurring and ad hoc reports; prepares and submits required reports; attends staff meetings, keeps people abreast of applicable policies and procedures; oversees and monitors work of assigned staff with work assigned

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and three (3) years of inventory and warehousing experience; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state 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 the employment application.)

Special Knowledge, Skills and Abilities:

Must be computer literate and familiar with Microsoft excel and word programs.

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