

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DNR06110622 DATE POSTED: 08/10/15  
POSITION NO: 201345 CLOSING DATE: 08/24/15  
POSITION TITLE: Sales Clerk

DEPARTMENT NAME / WORKSITE: DNR/Navajo Nation Museum / Window Rock, Arizona

WORK DAYS: Tues-Sat REGULAR FULL TIME:  GRADE/STEP: AB56A  
WORK HOURS: FLEX PART TIME:  NO. OF HRS./WK.:                      \$ 20,300.80 PER ANNUM  
SEASONAL:  DURATION :                      \$ 9.76 PER HOUR  
TEMPORARY:                      

**DUTIES AND RESPONSIBILITIES:**

Under direct supervision of the Museum Director and the Museum Accountant; oversees Museum Gift Shop reception and sales desk. Requires substantial retail experience AND vast knowledge of the Navajo Nation procurement policies and procedures. Constantly handles cash and checks, which require honesty and accountability. Greets and assists customers/visitors, responds to customer questions, conducts sales of varied publications and merchandise. Performs financial related tasks; obtaining comparable quotations from vendors, preparing and maintaining varied financial documents such as: purchase requisitions, request for direct payments, interdepartmental charge requisitions, stationary supply orders, etc. Pricing of sales items, preparation of bi-weekly payroll timesheets, maintains accurate records of orders and accounts payable/receivable transactions, conducts daily/weekly/monthly/quarterly/yearly sales reconciliation, conducts close-out procedures and other financial related assignments as deemed necessary. Maintains inventory of current items and provides recommendations on new merchandising, initiates frequent orders and payment requests accordingly. Ensures proper control of storage and display areas, ensures security of Gift Shop contents. Plans, designs, schedules and installs new store displays on a consistent basis, develops and implements relevant marketing initiatives to promote the Gift Shop activities and the Museum overall. Incumbent often serves as a backup to the Facilities Representative by maintaining front desk reception duties including answering telephone calls, directing/assisting visitors and customers, bookings, faxing and copying services and performing other duties associated with front desk operations. Attends conferences, department/division meetings and work sessions. Performs other duties as assigned including but not limited to participation in various special projects/events not directly related to Gift Shop sales/duties.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED.

**Preferred Qualifications:**

- One (1) year retail sales preparing complex financial documents for procurement purposes, maintain merchandise inventory, handling cash and credit card transactions. Familiarity with the tribal procurement processing system.
- College courses in general accounting, office procedures or marketing.
- FMIS Certification (*Preferred*)

**Special Requirements:**

- Possess a Valid State issued 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 in QuickBooks software, basic accounting, recordkeeping, inventorying and ordering stock; ability to operate a computer and a sales register for cash, credit cards, and purchase order transactions. Familiarity with the tribal procurement processing system preferred.

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