FEE COLLECTOR

NAVAJO PARKS & RECREATION - CHINLE, AZ

DUTIES AND RESPONSIBILITIES:
Under general supervision, collects appropriate fees at campground or other visitor contact stations and issues camping, hiking and backcountry permits; operates electronic cash register; issues entrance receipts; verifies entrance receipts and various passes for validity of dates; performs opening and closing shift functions; prepares reports for funds collected and reconcile against the cash register journal, receipts and voided transactions; safeguards funds collected; reports any discrepancy and/or issues from visitors and general public to Supervisor by completing incident reports.

Provides information to visitors on specific park areas, recreational opportunities, concession-operated facilities, services and campground availability, distributes maps, brochures, and other printed materials; provides directions and routes of travel through the area; informs visitors of potential safety hazards; advise visitors of pertinent rules and regulations, policies and procedures related to the Tribal Parks; evaluates problems and makes decisions as to appropriate action to resolve the situation.

Custodial and office coverage during busy hours and/or when necessary; report any deficiencies and damages of facility to Park Maintenance Worker for repairs and/or renovations; assist in maintaining a safe and healthy environment for staff, visitors and general public. Executes other duties as assigned by Supervisor.

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 and experience.

PREFERRED QUALIFICATIONS:
College level courses in Accounting, Business Administration or related subject.
Customer service experience.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:
Works extended periods of time in an outdoor environment.
Ability to lift more than 30lbs.
A favorable background investigation.
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.

Supplemental Requirements:
Incumbent must obtain a Navajo Nation Vehicle Operator’s Permit and CPR/First Aid Certification within 90 days of date of hire.
Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

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