**THE NAVAJO NATION**

**Department of Personnel Management**

**JOB VACANCY ANNOUNCEMENT**

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**REQUISITION NO:** DNR06124711  
**DATE POSTED:** 08/29/22  
**POSITION NO:** 201345  
**POSITIVE TITLE:** SALES CLERK  
**DEPARTMENT NAME / WORKSITE:** NAVAJO NATION MUSEUM/WINDOW ROCK, ARIZONA  
**CLOSING DATE:** 09/26/2022 BY 5pm

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**DUTIES AND RESPONSIBILITIES:**

Under direction and in close coordination with the Museum Director and the Museum Accountant. Responsible for performing the duties described to oversee Museum Gift Shop reception and sales desk functions. Requires substantial retail and administrative experience, along with immediate comprehension of the Navajo Nation procurement policies and procedures to allow ordering of store goods/inventory. Constantly handles cash, checks, and credit card transactions requiring complete honesty and accountability. Welcomes and provides aide to customers/visitors by answering questions and/or rendering sales of varied Native inspired apparel, books, and merchandise. Markets/advertises retail items and events through mailings, telephone, and online promotion, amid personal presentations. Applicant must possess excellent communication abilities with strong interpersonal skills. Able to collaborate with cross functional teams. Ability to develop durable relationships across diverse groups of people and individuals including: notable artists, retailers, vendors, varied audiences, and others alike in the art and retail industries. Able to quickly research artists to understand their works of art, affiliated events/occasions, and any other relating subjects for retail and promotion purposes. Must be ambitious, resourceful, and innovative with a strong and tenacious work ethic, have the ability to analyze situations, troubleshoot problems, and deliver appropriate solutions. Must be highly organized and great at prioritizing simultaneous tasks. Skill in loading, delivering, storing, organizing/arranging, maintaining, and securing retail merchandise, supplies, and equipment. Maintains storage and display areas through organization and sanitation, and asserts security of Gift Shop contents. Creates and coordinates design concepts, establishes timelines, and forms store displays on a regular basis. Performs a range of FINANCIAL RELATED DUTIES including: budget formulations, acquisition of comparable price quotations from vendors; preparing, processing, and maintaining financial documents such as purchase requisitions, request for direct payments, inter-departmental charge requisitions, stationary supply orders, etc., pricing of items for sale, and preparation of bi-weekly payroll timesheets. Maintains accurate records of procurement orders and accounts payable/receivable transactions. Performs daily/weekly/monthly/quarterly/yearly sales reconciliation and conducts close-out procedures. Maintains inventory of current sale items and provides recommendations on new merchandising and/or vendors, and frequently initiates orders/payment requests through the Navajo Nation 6B Procurement Process. Conducts/completes other financial and accounting related assignments as necessary. ADMINISTRATIVE CAPACITIES include; preparation of project/assignment reports, procurement processing, professional contract development, and correspondence (letter/memo) composition. Knowledge of varied computer operating software’s/applications, particularly Microsoft Word, Excel, and Publication, for correspondence, illustration and graphic developments is critical. Incumbent often serves as a backup to the Facilities Representative by maintaining front desk reception duties including; set-up and tear-down of meeting spaces, answering telephone calls, explaining points of interests to visitors, bookings for facility use, faxing and copying services, and other tasks associated with front desk operations. Frequently attends conferences, department/division meetings/events. Must obtain a Navajo Nation Vehicle Operator’s Permit within 90 days of date of hire.

<<A FAVORABLE BACKGROUND INVESTIGATION>>

(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 Navajo history and culture, traditions, values, and moral beliefs.
- Demonstrate fluency in both the Navajo/English languages.
- Skill in establishing and maintaining effective working relationships with co-workers and the general public.
- Ability to work under pressure to meet timelines.
- Strong technical writing abilities.

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

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Revised: 03.05.18