THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS03914476** DATE POSTED: **10/12/17**
POSITION NO: 241083 CLOSING DATE: **10/25/17**
POSITION TITLE: Laborer
DEPARTMENT NAME / WORKSITE: Department for Self Reliance / Window Rock, Arizona
WORK DAYS: Monday to Friday
WORK HOURS: 8:00 am to 5:00 pm
REGULAR FULL TIME: ☑ GRADE/STEP: AB55A
PART TIME: ☐ NO. OF HRS./WK.: $ 18,616.00 PER ANNUM
SEASONAL: ☐ DURATION : $ 8.95 PER HOUR
TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:
Provides physical labor assistance to all Department for Self Reliance (DSR) offices including one administration office and eight direct service offices. Performs standard assembling and disassembling of office furnishings, fixtures, file cabinets, drawers, and chairs. May perform some carpentry maintenance tasks including painting and texturing and door and hardware installation; paints interior of building as appropriate. Performs and conducts periodic inventory audits and reconciles physical office furnishing, office supplies, and office equipment. Manages arrangement for transfer of office furnishings and rotation as appropriate. Develops and maintains recordkeeping of work orders and internal controls. Arranges transportation of office furnishing and or delivery of goods and office supplies to appropriate DSR field office. Conducts monthly inspections of the tribal vehicles assigned to the DSR Support Services office and cleans as necessary; transports vehicles to Navajo Nation Fleet Management for appropriate maintenance. May perform custodial maintenance duties such as dusting, mopping, vacuuming & shampooing carpets, changing light bulbs, etc. Performs miscellaneous job-related duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:
- None

Special Requirements:
- 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: tools and materials used in construction trade; operation and maintenance of hand and power tools.
ABILITY TO: read and interpret blueprints and specifications; understand and follow verbal and written instruction.

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