THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR05811748**	DATE POSTED:	**04/04/16**
POSITION NO:	**203881**	CLOSING DATE:	**04/15/16**
POSITION TITLE:	**FEE COLLECTOR (2 Temporary Position)**		
DEPARTMENT NAME / WORKSITE:	**DNR/Navajo Parks & Recreation (Little Colorando River Tribal Park)/Cameron, AZ**		
WORK DAYS:	**Varies**	GRADE/STEP:	**AB56A**
WORK HOURS:	**Varies**		

REGULAR FULL TIME: ☐
PART TIME: ☐ NO. OF HRS./WK.:
SEASONAL: ☐
TEMPORARY: ☑ DURATION : **6 months**

$ **20,300.80** PER ANNUM
$ **9.76** PER HOUR

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs duties of routine difficulty, which include providing resource orientation, disseminating information of park and recreational areas and facilities, collects appropriate fees at park entrance stations, campground and ensures that required fees are collected. Responsible for collecting appropriate fees, operates cash register; performs opening and closing shift functions; issues entrance receipts; verifies entrance receipts; prepares shift reports to verify money collected; accounts for all machine transactions using journal; receipt tapes and register of voided transactions; safeguards funds collected following established guidelines. Responsible for providing answers to visitor questions concerning the specified park area, recreational opportunities, concession-operated facilities and services, and campground availability; distributes maps, brochures, and other printed materials; provides direction and routes of travel through the area; informs visitors of potential safety hazards; evaluates problems and makes decisions as to appropriate action to resolve the situation following operational guidelines and procedures; and performs other related duties as assigned or required.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

• A high school diploma or GED; and one (1) year of bookkeeping, clerical, cashiering and accounting experience.

Preferred Qualifications:

• College level courses in Accounting, Business Administration or related subject.
• Customer service experience.

Special Requirements:

Posses a valid state driver's license; most 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 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 and deal with a high volume of personal contacts

<<A favorable background investigation is required>>

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