THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0397072** Date Posted: **10/08/12**
POSITION NO: **241082** Closing Date: **10/19/12**
CLASS CODE: **4143**
POSITION TITLE: **LABORER**
DEPARTMENT NAME: **DSS/Navajo Nation Program for Self Reliance**
DEPARTMENT NO: **39** WORKSITE LOCATION: **Window Rock, Arizona**
WORKS DAYS/HOURS: POSITION TYPE: GRADE: **R55A**
Days: **Mon-Fri** Permanent: ☑ SALARY:
Hours: **8am-5pm** Temporary: ☐ Duration: $ **17,555.20** Per Annum
Part-Time: ☐ No. of Hrs/Wk: **40** $ **8.44** Per Hour

DUTIES AND RESPONSIBILITIES:
Performs standard assembling and disassembling of office furnishings, fixtures, file cabinets, drawers, and chairs. May perform some carpentry maintenance tasks including painting & texturing and door & 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 and internal controls. Arranges transportation of office furnishing and or delivery of goods and office supplies to appropriate NNPSR field office. Performs custodial maintenance duties including dusting, mopping, vacuuming & shampooing carpets, and cleaning & restocking restrooms with toilet paper and soap supplies; empties trash receptacles and bags trash for proper disposal, changes light bulbs, and locks and secures doors after cleaning facility. Performs miscellaneous job-related duties as assigned.

QUALIFICATION REQUIREMENTS:

Minimum Qualifications:
Six (6) months of general construction or warehousing experience. ***(to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)***
Special Knowledge, Skills and Abilities:
Knowledge of tools and materials used in construction trade; knowledge of operation and maintenance of hand and power tools. Ability to read and interpret blueprints and specifications; ability to understand and follow verbal and written instructions; knowledge of Navajo Nation Personnel Policies and Procedures Manual and Navajo Nation Travel Policies and Procedures.
VETERANS PREFERENCE APPLIES
License/Certification Requirements:
Must pass a criminal background check and employee assessment prior to employment. Must possess a valid state driver's license within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit.

VETERAN'S PREFERENCE APPLIES
THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***