

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: <u>OOC03310870</u>	DATE POSTED: <u>10/12/15</u>	
POSITION NO: <u>228723</u>	CLOSING DATE: <u>10/23/15</u>	
POSITION TITLE: <u>Stores Clerk</u>		
DEPARTMENT NAME / WORKSITE: <u>Office of the Controller / Office Supply Center / Fort Defiance, AZ</u>		
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB55A</u>
WORK HOURS: <u>8am - 5pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>18,616.00</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>8.95</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	_____

**DUTIES AND RESPONSIBILITIES:**

Restock and store office supplies; fill incoming work order for customers; enter complete work order into the computer system (FMIS/JD Edwards) to generate customer's receipt; operate forklift to unload delivered goods and equipment ensuring all are received in good condition, report any damaged items; inventory and cross check receipts with purchase orders and invoices; operate pallet jack or dollies for minimal weighted or small items; load tribal vehicle for delivery to agencies or reservation-wide; restock and clean shelves of office supplies; maintain warehouse (sweep, clear right-of-way, wipe down shelf and tables, etc.); assist customers to locate items; assist with order pick up and loading into their vehicle; prepare price quotes; prepare monthly/quarterly reports; prepare price quotes; file documents; data entry; answer phone calls; fax, copy, email documents; operate credit card machine; handle cash and checks; price items; conduct annual and quarter inventories.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED; and one (1) year of sales, warehousing, or inventory experience.

**Preferred Qualifications:**

- Proficient in Microsoft Office software or other computer application.

**Special Requirements:**

- Must possess a valid state driver's license; must obtain a Navajo Nation Vehicle Operator's permit within 90 days of date of hire; must obtain forklift certification within 90 days of hire; must be able to lift 50 pounds.
- A favorable background investigation is required.

***(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 receiving and restocking supplies; knowledge in picking, packing and distributing; knowledge in general clerical office; knowledge in basic mathematics; knowledge of operating desktop computer; knowledge of operating forklift; skill in operating forklift in safe manner; skill in establishing good relationship with co-workers and customers; skill in following verbal and written directions;

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