



**THE
NAVAJO
NATION**

TEESTO CHAPTER
P.O. BOX 7385 – Teesto CPU
Winslow, Arizona 86047
Phone: (928) 657-8042 – Fax: (928) 657-8046



“Saddle Butte Mountain”

VACANCY ANNOUNCEMENT

Public Employment Program (PEP) — FY2027

MAIL CLERK

Position Title	Mail Clerk
Announcement No.	TC-PEP-FY27-09003
Number of Positions	One (1)
Status / Hours	Temporary, Part-Time — 20 hours per week, Monday–Friday
Wage	\$12.59 per hour (as approved in the FY2027 PEP contract budget)
Program / Funding	Navajo Nation Public Employment Program (PEP) — FY2027 Contract
Term of Employment	On or about October 1, 2026 through September 24, 2027 (contingent upon FY2027 PEP contract award and funding availability)
Work Location	Teesto Chapter House, Teesto, Arizona, Navajo Nation
Reports To	Chapter Manager / Community Services Coordinator
Opening Date	September 10, 2026 Thursday
Closing Date	September 22, 2026 at 5:00 p.m. (DST)

POSITION SUMMARY

Under the supervision of the Chapter Manager, the Mail Clerk operates the Teesto Chapter mail service, providing window and box service to community members, processing incoming and outgoing mail, accounting for postal funds and stock, and coordinating with the Winslow Post Office. The position requires strict accuracy, accountability, and confidentiality in the handling of mail and funds.

DUTIES AND RESPONSIBILITIES

- Provide window service to community members during posted hours, including sale of postage, processing of mail, and assistance with postal forms.
- Receive, sort, and distribute incoming mail and parcels to community mail boxes accurately and in a timely manner.
- Prepare and dispatch outgoing mail, including required bundling and separation of mail (ANK, UTF, NSN) and preparation of canvas mail bags and pouches in accordance with USPS instructions.
- Complete and submit required USPS records and reports, including PS Form 1412 daily financial report and PS Form 3854 dispatch records.
- Balance postage stock, money orders, and cash daily; report and document any discrepancies immediately to the Chapter Manager.
- Maintain mail box rental records, applications, and change-of-address information; keep accurate customer records.
- Maintain the security and sanctity of the mail at all times; protect mail, funds, and customer information from loss, theft, or unauthorized access.



RECEIVED

DX 9/10/24



**THE
NAVAJO
NATION**

TEESTO CHAPTER
P.O. BOX 7385 – Teesto CPU
Winslow, Arizona 86047
Phone: (928) 657-8042 – Fax: (928) 657-8046



"Saddle Butte Mountain"

MINIMUM QUALIFICATIONS

- High school diploma or GED.
- Demonstrated experience handling cash, making change, and balancing daily receipts.
- Ability to maintain strict confidentiality and accountability for mail, funds, and customer information; must be bondable.
- Must pass a background check and complete all USPS-required screening and training.
- Physically able to lift and carry mail sacks and parcels up to fifty (50) pounds and to stand for extended periods.

PREFERRED QUALIFICATIONS

- Prior postal, retail cashiering, bookkeeping, or front-counter customer service experience.
- Ability to speak and understand Navajo.

APPLICATION REQUIREMENTS

A complete application packet must include the following. Incomplete or late packets will not be considered.

- Completed Navajo Nation Chapter Employment Application (available at the Teesto Chapter House)
- Copy of high school diploma, GED, or higher education transcripts/degree
- Copy of Certificate of Indian Blood (CIB) if claiming Navajo Preference
- Signed consent for background check and bonding, as required for postal duties

HOW TO APPLY

Submit complete application packets to Clara Williams, Chapter Manager, by any of the following:

- Hand delivery: Teesto Chapter House, Monday–Friday, 8:00 a.m. – 5:00 p.m.
- Mail: Teesto Chapter, P.O. Box 7385, Winslow, AZ 86047 (postmark not accepted in place of receipt by the closing date and time)
- Email: cwilliams@nnchapters.org — all documents in a single PDF attachment

CONDITIONS OF EMPLOYMENT AND NOTICES

- Navajo Preference applies in accordance with the Navajo Preference in Employment Act, 15 N.N.C. § 601 et seq.
- Selection will be conducted under the Teesto Chapter Personnel Policies and Procedures (Five Management System — Personnel Management) and applicable Navajo Nation policies. Applicants will be screened by the Chapter's screening/interview committee; only those selected for interview will be contacted.
- This is a temporary, grant-funded position. Continued employment is contingent upon PEP contract award, funding availability, and satisfactory performance. Employment does not create a right to continued or permanent employment.
- Teesto Chapter is an Equal Opportunity Employer, subject to Navajo Preference.

Posted by authority of the Teesto Chapter Administration — Clara Williams, Chapter Manager