THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR01322602**	DATE POSTED:	01/11/22
POSITION NO:	245063	CLOSING DATE:	**01/25/2022 by 5pm**
POSITION TITLE:	**Homesite Agent (2 Positions)**		
DEPARTMENT NAME / WORKSITE:	Navajo Land Department - St. Michaels, AZ		
WORK DAYS:	Monday - Friday	REGULAR FULL TIME: ☑	GRADE/STEP: BQ60A
WORK HOURS:	40 per week	PART TIME: ☐ NO. OF HRS./WK.:	$ 32,635.44 PER ANNUM
SENSITIVE	☐	SEASONAL: ☐ DURATION :	$ 15.63 PER HOUR
NON-SENSITIVE	☑	TEMPORARY: ☐	

DUTIES AND RESPONSIBILITIES:

Performs work of moderate difficulty involving the review and processing of home site lease applications; coordinates with central and agency offices on lease documents; reviews for completeness of forms; conducts documentation assessments to ensure accurate name, chapter affiliations, county, state, survey acreage, township, and legal description are documented appropriately; conducts site visits to area of concern to ensure home site lease location are accurate and environmental approvals correlate with the lease request. Maintains a computer database of legal survey plats, environmental documents, pertinent personal client information, etc.; provides information to the general public, Grazing Officials, and chapter governments on lease status inquiries; explains in Navajo and English languages the process of a lease application, the external process of archaeological, biological and environmental study areas by other tribal programs; prepares individual lease packets to approval. Coordinates with Grazing Officials and District Grazing Committees on disputes; review complain documents, investigates and reports on finding of the complaint. Attends and prepares presentations for Chapters and Community meetings of lease processes; prepare and maintain agency summaries and monthly reports; collects annual lease and filing fees.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

• An Associate's degree in Engineering, Surveying, Real Estate or related field; and one (1) year of technical work in land mapping, surveying or real estate office experience; or an equivalent combination of education and experience.

Special Requirements:

• Possess a valid state driver's license. Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

(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 federal rules, regulations, codes and guidelines on home site leases. Knowledge of Navajo Nation Home site Lease Policies and Procedures. Knowledge of customer service and public relations methods and practices. Knowledge of public speaking methods. Knowledge of computer hardware, software and peripherals. Knowledge of real estate practices and procedures. Skill in reviewing applications, legal land descriptions and quad maps for completeness and compliance. Skill in communicating verbally and in writing. Skill in reviewing and presenting technical assistance related to home site leases. Skill in utilizing customer service and public relations techniques. Skill in and maintaining files and records. Skill in establishing and maintaining effective working relationships.

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