THE NAVAJO NATION
Department of Personnel Management

JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR01316920
POSITION NO: 244281

DEPARTMENT NAME / WORKSITE:
Navajo Land Department, Title and Record Section, Window Rock, AZ

WORK DAYS: Monday - Friday
WORK HOURS: 8:00 am - 5:00 pm

REGULAR FULL TIME: ☑
SENSITIVE: ☐
NON-SENSITIVE: ☑

GRADE/STEP: AR58A
NO. OF HRS./WK.: $25,355.20 PER ANNUM
DURATION: 12.19

POSITION TITLE: Office Specialist

DUTIES AND RESPONSIBILITIES:
Incumbent will retrieve title and land documents from the Navajo Land Department storage bins/files; sort, organize and scan documents into the Navajo Land Title Data System; keep and file hard copies of all deeds, title policies, and all pertinent important documents that will require in-house filing; assist with Land Acquisition Program office duties and responsibilities; set up, organize and update acquisition files; schedule meetings as well as create agendas, assist with field inspections, assessments, inventories of all land projects; work with contracts; follow up and work on various projects: Land Relinquishments, Home site lease issues, Land offers and tours. Assist Title & Records Section with property tax payments, grazing lease payments, and researching title records. Assist and participate in the Navajo Land Department goals, objectives, and yearly master plan; provide both written and oral presentations, have ability to multi-task and work well under pressure, answer phone calls, respond to emails, greet walk-in customers, attend meetings and/or trainings pertinent to Real Estate and appraisals; perform other duties as assigned such as representing the Navajo Nation an/or Navajo Land Department to participate in meetings, tours, work sessions, legislative issues on any and all land issues; delegate to cover the office from time to time. Prepare monthly and quarterly reports; prepare timesheets, Pay for Approval forms; prepare and process Request for Direct Payment and Receiving Records forms; keep track of budgets, assist with completing yearly budget forms and planning; complete appropriate travel documents and reports; make photocopies; monitors and order office supplies, train on the Navajo Nation FMIS System, if not certified; may be assign to supervise or coordinate, participate and plan various projects by Navajo Land Department and/OR Division of Natural Resources.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:
● A high school diploma/GED; supplemented by 24 college credit hours in Business or closely related field; and one (1) year of general office or related experience; or and equivalent combination of education and experience.

Special Requirements:
● Possess a valid State Driver's License.
● 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:
Data entry experience with combination of education, training and other experience which provides capability to perform the computer operator duties and skills. Real Estate experiences; title work, land conveyances, mortgages, property taxes, property valuations, legal descriptions, land status, land ownership, assignments, recording, and/or eminent domain. Knowledge of applicable policies, practices and procedures related to work assignment.

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

Revised: 03.05.18