

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

REQUISITION NO:	<u>DNR01313265</u>	DATE POSTED:	<u>02/13/17</u>		
POSITION NO:	<u>152992</u>	CLOSING DATE:	<u>OUF</u>		
POSITION TITLE:	<u>Senior Engineering Technician</u>				
DEPARTMENT NAME / WORKSITE:	<u>DNR / Crownpoint Land Office / Crownpoint, NM</u>				
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AB60A</u>
WORK HOURS:	<u>8 am - 5 pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 28,600.00</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>\$ 13.75</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

Conducts legal survey within the Eastern Agency of the Navajo Nation, conducts topographical, differential, traverse and trigonometric surveys; locates cadastral boundary and section corners; re-check historical surveys; record field measurements and sketches; and computes survey data. Reduce field notes, provide quality assurance on all legal survey land plat descriptions for home site leases before it is uploaded onto a master Geographic Information Systems (GIS) maps which depict all approved home site leases. Scan survey plats and plot the coordinates onto a master map for recordation of digital data into the Navajo Land Title Data Systems (NLTDs). Assist clients with home site leases packets to insure all required documents are adhered before submission for approval. Attends chapter meetings and provide presentation on the overall projects, master plans for the department and accomplishments of the Navajo Land Department. Assist in the development of the Navajo Nation Survey Policy in coordination with the state BLM, BIA and entities. Utilizes ATV's and heavy equipment's in the remote location to conduct legal surveys.

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

**Minimum Qualifications:**

- A high school diploma or GED. Two (2) years of experience in basic surveying with AutoCAD work experience or Carlton Survey Software. Knowledge of Navajo land status to insure legal survey descriptions are correct on the survey plat.

**Special Requirements:**

- Possess a valid state driver's license.

*(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:**

**Special Knowledge:** 1) Knowledge of Geographic Information Systems (GIS), surveying, mapping, and Global Position Systems (GPS) practices; 2) knowledge of basic computer hardware and software; and 3) Knowledge of legal land description development and interpretation. **Skills and Abilities:** 1) **Ability to verbally communicate in Navajo language to provide presentation at Chapter meetings;** 2) Must have ability to produce written communications for reports writing and correspondences; and 3) Customer services techniques/telephone/etiquette when responding to inquires and complaints.

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