THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR0138521**	Date Posted:	**02/18/14**
POSITION NO:	242983	Closing Date:	**OUF**
CLASS CODE:	3321		
POSITION TITLE:	**Registered Surveyor**		
DEPARTMENT NAME:	DNR - NAVAJO LAND DEPARTMENT		
DEPARTMENT NO:	13	WORKSITE LOCATION:	Window Rock, AZ
WORKS DAYS/HOURS:		POSITION TYPE:	GRADE: Y67A
Days:	Monday. - Friday.	Permanent: ☑	SALARY:
Hours:	8:00am - 5:00pm	Temporary: ☐ Duration:	$ 50,544.00 Per Annum
		Part-Time: ☐ No. of Hrs/Wk:	$ 24.30 Per Hour

DUTIES AND RESPONSIBILITIES:

Under supervision of the Navajo Land Department (NLD) administration, the Registered Surveyor will supervise professional land surveys with final examination and certification of legal survey plats for the NLD. Supervise all aspects of legal land surveys on the Navajo Nation to insure compliance with Navajo Nation laws on Federal Trust Land and Navajo Fee Lands; Survey compliance with US Department of Interior Bureau of Indian Affairs (BIA) Land Trust Records Office; and US Bureau of Land Management (BLM) Manual of Instructions for the Survey of Public Lands of the United States, 2009; Utilize State(s) Cadastral Offices to control surveys of locating geographic positions and perpetuation of the existing Public Land Survey System (PLSS). Oversees land surveys for residential, economic and community infrastructure development for the NLD. Provide professional oversight for the Five (5) Agency Navajo Land Offices (NLO) and acceptance of agency Engineering Technician's survey plats. Develop a Survey Policy and Standard for all surveys on the Navajo Nation.

Prior to approving the Engineering Technician's field notes and survey calculations for accuracy of survey data, including measurements and assumes full legal responsibility for the survey work in the best interest of the NLD and for legal recordation of documents into the Navajo Land Title Data Systems. Applicant may be required to work extensive hours beyond 40 hours.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

A Bachelor's of Science degree in Civil Engineering, Surveying, Land Law or closely related field with four (4) years of progressively responsible electronic surveying experience. (Applicant must have experience in land surveying must also have experience interpretation of Federal, State BLM and Navajo Nation Survey standards)

In order to receive full credit for education, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.

Special Knowledge, Skills and Abilities:

Knowledge of Geographical Information System (GIS) and Global Positioning System (GPS), Knowledge of electronic and optical survey, methods, and practices; Land surveying with emphasis on ROW & Residential legal survey, field data acquisition, geographic map reading, cartography, knowledge of GPS, ArcView, ArcArcIMS, AutoCAD, and Carleton surveying software. Technical researches and analytical written reports. Must be willing travel and the ability to carry more than 85 pounds of equipment's to conduct legal surveys.

License/Certification Requirements:

Must possess a Registered Surveyor License preferably from Arizona, New Mexico or Utah and a valid state driver's license with the ability to obtain a Navajo Nation Vehicle Operator's Permit.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***