

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR01311534

DATE POSTED: 02/29/16

POSITION NO: 203366

CLOSING DATE: 03/11/16

POSITION TITLE: Office Specialist

DEPARTMENT NAME / WORKSITE: DNR/Navajo Land Department, Shiprock, NM

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AB58A

WORK HOURS: 8 a.m. to 5 p.m. PART TIME: NO. OF HRS./WK.: _____ \$ 24,128.00 PER ANNUM

SEASONAL: DURATION : _____ \$ 11.60 PER HOUR

TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Homesite Agent / Principal Engineering Technician performs front office management in receiving general public for Homesite leases applications, permits, rights-of-ways, and easements for infrastructure development. Must have knowledge of office automation: Microsoft applications, computer softwares, data base, spreadsheet applications, and ability to communicate verbally and written correspondences (Navajo and English language). Must possess good English composition with good punctuation and grammar. Provide good customer services in assisting with the explanation of HSL applications, explanation the Navajo Nation Environmental Review Processes such as Biological Evaluation, Environmental Review and Archaeological clearances. Provide quality assurance on all homesite leases for final approval by the Navajo Land Department Director. Provide examination of legal descriptions to ensure all documents have the correct land descriptions accordance to land status. Work with tribal entities, businesses, private and chapters on land use plans development such as land withdrawals of residential, community and economic development tracks. Uploaded legal documents for recordation into the Navajo Land Title Data Systems (NLTDs) for archives and retrieval of Navajo land records. Provide supervision of all travel arrangements, meetings, training, and other assigned duties as necessary to complete projects.

Minimum Qualifications:

A high school diploma or GED; supplemented by college courses in general office procedures; and two (2) years general office or related experience.

Special Requirements:

Possess a valid driver's license to obtain a Navajo Nation Vehicle Operator's Permit. [Must speak Navajo Language to communicate with the Navajo elders and general public in explaining the homesite lease regulations and processes.](#)

(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 in homesite lease application process; 2) Basic knowledge of legal description and practices; 3) Geographic Information Systems (GIS); 4) Software: Microsoft application; 5) Researches of historical and legal documents and records. **Skills and Abilities:** 1) Ability to provide presentation to land owners at chapter governments, tribal entities on land withdrawal process, Homesite Lease Regulations in Navajo Language, etc.; 2) Must have ability to produce written communication for report writings, correspondences, and statistics; and 3) Customer services techniques/telephone/etiquette when responding to inquires and complaints; 4) Ability to upload legal documents into the Navajo Land Title Data Systems for recordation; 5) Established and maintained effective work relationship with coworkers; and 6) Ability of development and control legal records for archiving and retrieval process.

<<A favorable background investigation is required>>

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