THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR01313543** DATE POSTED: 03/21/17

POSITION NO: 203382 CLOSING DATE: 04/03/17

POSITION TITLE: **Office Specialist**

DEPARTMENT NAME / WORKSITE: Navajo land Department / Crownpoint, NM

WORK DAYS: Monday - Friday

WORK HOURS: 8:00 am - 5:00pm

REGULAR FULL TIME: ☑

PART TIME: ☐ NO. OF HRS./WK.:

SEASONAL: ☐

TEMPORARY: ☐ DURATION :

GRADE/STEP: A58B

$ 24,128.00 PER ANNUM

$ 11.60 PER HOUR

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Senior Program Project SpeCialistand 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 community 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 Homesite Lease applications and process, explanation of Biological Evaluation, Archaeological clearances and Environmental Review. Provide quality assurance on all homesite ieasesfor 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 Nation Systems for archives and retrievai of Navajo land records. Provide supervision of all travel arrangements, meetings, training, and other assigned duties as necessary to complete projects.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

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:

1) Knowledge in homesite lease application process; 2) Basicknowledge of legal description and practices; 3)Geographic Information Systems (GIS);4) Software: Microsoft application; S) Researchesof historical and legal documents and records. Skills and Abilities: 1) Ability to provide presentation to land owners at chapter governments, tribal entities on iand 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 Nation System for recordation; 5) Established and maintained effective work relationship with co-workers; and 6) Ability of evelopment and control legal records for archiving and retrieval process.

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