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

REQUISITION NO: **DNR0133097** Date Posted: **04/26/11**
POSITION NO: 223333 Closing Date: **05/09/11**
CLASS CODE: 3317
POSITION TITLE: **TITLE EXAMINER**
DEPARTMENT NAME: **DNR/NAVAJO LAND DEPARTMENT**
DEPARTMENT NO: 13 WORKSITE LOCATION: Window Rock, Arizona
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R64A
Days: Monday. - Friday. Permanent: ☑ SALARY:
Hours: 8:00am - 5:00pm Temporary: ☐ Duration: $ 38,084.80 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40+ $ 18.31 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under the supervision of the Navajo Land Department, oversees the Appraisal & Title Records Section in respect to land exchange and sale of land on and off the Navajo Nation; Research land records and titles to aid in the determination of legal ownership; Performs title searches and examinations; Land withdrawals, permits, right-of-way easements and damage claim settlements. Supervises land inventories of Navajo owned property; Initiates the legal process for acquisition; Initiates appraisal of land and property. Assists department and division in preparing of fiscal year budget; Record accurate and secure of all legal land title documents such as warranty deeds, leases, land exchanges, purchases, etc. Reviews all fee land tax assessments and leases for payment or renewal; Interprets land leases, grazing and other land uses. Attends hearings relevant to land exchanges or disputes; conducts public hearings on land acquisition; Reviews all official land sale contracts, escrow instructions and closing of the sale to ensure establishment of legal title; Prepares and presents comprehensive reports and resolution to Navajo Nation Council, Standing Committees, and Chapter Officials. Work closely with the Navajo Land Title Data System for rec

**QUALIFICATION REQUIREMENTS:**

**Education, Experience and Training:**

A Bachelor of Degree in Real Estate, Business Administration, Engineering or related field with four (4) years of progressively responsible real estate acquisition, sales, abstracting, land negotiation and appraisal experience, one (1) year of which must have been in a management or supervisory capacity. ***(to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)***

**Special Knowledge, Skills and Abilities:**

Must have knowledge of federal, state and Navajo Nation laws, rules, regulations, practices, and procedures related to land boundaries, warranty titles, land leases and land appraisal practices; Knowledge of legal land description methods and practices; researching historical and legal documents and records. Skill in conducting land acquisition and land ownership negotiations requiring technical expertise.

**License/Certification Requirements:**

Must possess a valid state driver's license and obtain a Navajo Nation Permit within 90 days of employment.

***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***