THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR01314045**	DATE POSTED:	06/30/17
POSITION NO:	213012	CLOSING DATE:	OUF
POSITION TITLE:	**Engineering Technician**		
DEPARTMENT NAME / WORKSITE:	NLD/Chinle Land Office, Chinle, AZ		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB58A
WORK HOURS:	8 am - 5 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 24,128.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 11.60	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:
Assist in Conducting legal survey within the Central Agency of the Navajo Nation, Assist with topographical, differential, traverse and trigonometric surveys; locates cadastral boundary and section corners; Assist historical surveys; record field measurements and sketches; and computes survey data with the assistance of the Senior Engineering Technician. Reduce field notes, re-check 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. Assist in scanning 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. Assist with presentations on the overall home site processes. Navajo Land Department master plans for the department and accomplishments of the Navajo Land Department. . 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/GED; and one (1) year of basic surveying or AutoCAD work 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:
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.