THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR01318115
DATE POSTED: 06/26/19
POSITION NO: 203342
CLOSING DATE: 07/24/19
POSITION TITLE: Appraiser

DEPARTMENT NAME / WORKSITE: Navajo Land Department/Title and Record Section/Window Rock, AZ

WORK DAYS: Monday - Friday
REGULAR FULL TIME: ✓
GRADE/STEP: AR62A

WORK HOURS: 8:00 am - 5:00 pm
PART TIME: ☐
NO. OF HRS./WK.: ☐
$ 35,755.20 PER ANNUM

SENSITIVE ☐
SEASONAL: ☐
DURATION: ☐
$ 17.19 PER HOUR

NON-SENSITIVE ✓
TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:
Incumbent will oversee the Title Section duties and responsibilities of the Navajo Land Department: budget and process property tax payments annually, which could include appealing or protesting property valuations; provide land status verifications of lands on and within the Navajo reservation; process crime scene land status verifications for Federal Bureau of Investigation and the Navajo Nation Department of Criminal Investigation; research and/or retrieve title and leasehold interest land records; conducts inspection, researches titles, gathers records, determines land use, and estimates market value of property; determines property rights on trust land, private land, and grazing allotments; conducts inventories on land improvement; prepares appraisal and other reports as needed; Receive, protect, and maintain land documents (manually, digitally and electronically) and records on land owned, acquired, leased or controlled by the Navajo Nation; review and conduct field investigations of surface damages or economic loss to determine repayment or compensation based on fair market value; assist with the resettlement/relocation of families or disputes; review appraisal reports and provide uncertified estimate opinion of values; assist in land exchange to consolidate Navajo land in accordance with and utilizing the Indian Land Consolidation Act and the Navajo Land Consolidation Act; scan and upload documents into the Navajo Land Title Data System, prepare monthly and quarterly reports, prepare timesheet; complete pay for approval forms; keep track of budgets, assist with completing and planning yearly budget; complete travel documents and reports; make photocopies; participate and plan various projects by Navajo Land Department and/or Division of Natural Resources; responds to public and internal inquiries/complaints and provides information and/or resolve issues.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:
• A high school diploma/GED; and one (1) year real estate appraisal 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:
Real Estate experiences: title work, title research, land conveyances, mortgages, property taxes, property valuations, legal descriptions, land status, land ownership, assignments, recording, and eminent domain. Knowledge of applicable policies, practices and procedures related to work assignments.

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

Revised: 03.05.18