DUTIES AND RESPONSIBILITIES:
Performs work of moderate difficulty involving the review and processing of home site lease applications; coordinates with central and agency offices on lease documents; reviews for completeness of forms; conducts documentation assessments to ensure accurate name, chapter affiliations, county, state, survey acreage, township, and legal description are documented appropriately; conducts site visits to area of concern to ensure home site lease location are accurate and environmental approvals correlate with the lease request. Maintains a computer database of legal survey plats, environmental documents, pertinent personal client information, etc.; provides information to the general public, Grazing Officials, and chapter governments on lease status inquiries; explains in Navajo and English languages the process of a lease application, the external process of archaeological, biological and environmental study areas by other tribal programs; prepares individual lease packets to approval. Coordinates with Grazing Officials and District Grazing Committees on disputes; review complain documents, investigates and reports on finding of the complaint. Attends and prepares presentations for Chapters and Community meetings of lease processes; prepare and maintain agency summaries and monthly reports; collects annual lease and filing fees.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
• An Associate’s degree in Engineering, Surveying, Real Estate or related field; and one (1) year of technical work in land mapping, surveying or real estate office experience; or an equivalent combination of education and experience.

Special Requirements:
• Possess a valid state driver’s license.
Incumbent must obtain a Navajo Nation Vehicle Operator’s Permit within 90 days of date of hire.

(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:

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