**REQUISITION NO:** DNR01324184  
**DATE POSTED:** 07/06/22  
**POSITION NO:** 245063  
**CLOSING DATE:** 08/02/2022 by 5pm  
**POSITION TITLE:** Homesite Agent (2 Positions)  
**DEPARTMENT NAME / WORKSITE:** Navajo Land Department - St. Michaels, AZ  
**WORK DAYS:** Monday - Friday  
**REGULAR FULL TIME:** ☑  
**PART TIME:** ☐  
**GRADE/STEP:** BQ60A  
**NO. OF HRS./WK.:** 40 per week  
**SENSITIVE:** ☐  
**SEASONAL:** ☐  
**NON-SENSITIVE:** ☑  
**TEMPORARY:** ☐  
**DURATION:**  
**PER ANNUM:** $32,635.44  
**PER HOUR:** $15.63

### 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:**

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