THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DNR12624265	DATE POSTED:	07/11/22
POSITION NO:	245103	CLOSING DATE:	Open Until Filled
POSITION TITLE:	**Wildlife Biologist**		
DEPARTMENT NAME / WORKSITE:	Fish and Wildlife / Window Rock, AZ		
WORK DAYS:	Monday -Friday	REGULAR FULL TIME: ☑	GRADE/STEP: BQ65A
WORK HOURS:	8am - 5pm	PART TIME: ☐ NO. OF HRS./WK.:	$ 49,318.56 PER ANNUM
SENSITIVE	☑	SEASONAL: ☐	$ 23.62 PER HOUR
NON-SENSITIVE	☐	TEMPORARY: ☐ DURATION :	

DUTIES AND RESPONSIBILITIES:

Primarily completes all aspects of biological review functions for the Department. Electronically receive review requests, review environmental documents, ensures proposed activities are consistent with policies and regulations of the Navajo Nation, determines if site visits are necessary and issues determination letter to customer. On occasion conduct site visits to determine if project is in compliance. Additional duties include database entry for monitoring progress of requests, ensure payment is received for reviews, and final documents are sent to appropriate contact. Frequent contact with customers via electronic mail or telephone, providing status updates on reviews, and communicates with internal technical staff regarding reviews. Maintains electronic record management system, coordinates with colleagues on similar tasks who are completing American Rescue Plan Act projects, attends and participates in department meetings and trainings.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

• A Bachelor's degree in Wildlife Biology, Wildlife Management or related field; and two (2) years of experience in wildlife management or wildlife biology field.

Special Requirements:

• A favorable background investigation.
• Possess a valid state driver's license. Obtain tribal driving permit within 90 days 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:

Ability to sit for long periods in front of computer screen to complete a majority of tasks requiring use of a computer. Proficient in Microsoft Office software. Familiarity with using Google Earth and ArcGIS.

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