

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: NTC05324364 DATE POSTED: 07/25/22  
POSITION NO: 208214 CLOSING DATE: 08/23/2022 by 5 pm  
POSITION TITLE: Senior Mineral Assessment Specialist  
DEPARTMENT NAME / WORKSITE: NTC/Office of the Navajo Tax Commission/Karigan Office Complex, St Michaels, Arizona  
WORK DAYS: Mon Thru Fri REGULAR FULL TIME:  GRADE/STEP: BQ65A  
WORK HOURS: 8:00am-5:00pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 49,318.56 PER ANNUM  
SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 23.62 PER HOUR  
NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Under general direction of the Executive Director of the Office of the Navajo Tax Commission, incumbent oversees and performs annual appraisals of coal, oil & gas, right-of-ways (ROW) and business leases. Using taxpayer submitted forms, maintains records and files for all taxpayer points of contact and addresses. Conducts research to determine the value of the respective leases, using the best method to determine the lease value like income approach, market value, etc. Using the value of the respective leases, oversees the issuance of the annual possessory interest tax assessments to the lease holder of record. Maintains and updates leaseholder data to the respective leases. Based upon research and assessments, is prepared to defend assessment with lease holder. Submits quarterly reports for annual planning for budget, revenue collection. Based upon research, prepares recommendations to amend the Possessory Interest Tax statute and other related tax statutes. Maintains and updates databases for lease values, property classification, property classification rates, and tax rates to property assess leases under the Possessory Interest.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

A Bachelor's degree in real estate, business administration, geology, finance or closely related field; and four (4) years of progressively responsible mining or industrial assessment and valuation experience, one (1) year of which must be in a lead work or supervisory capacity.

**Special Requirements:**

Certificate or working towards certificate in Property Tax Appraisal. Valid drivers license.

**<<A favorable background investigation>>**

**(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:**

Proficient in MS Office software, especially Access and Excel programs.

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