THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR0132165** Date Posted: **07/19/10**
POSITION NO: 202148 Closing Date: **OUF**
CLASS CODE: 3321
POSITION TITLE: **REGISTERED SURVEYOR**
DEPARTMENT NAME: NAVAJO LAND DEPARTMENT
DEPARTMENT NO: 13 WORKSITE LOCATION: Window Rock, Arizona
WORKS DAYS/HOURS: POSITION TYPE: GRADE: N670A
Days: Monday. - Friday. Permanent: ☑ SALARY:
Hours: 8:00am - 5:00pm Temporary: ☐ Duration: $ 47,361.60 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40+ $ 22.77 Per Hour

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Navajo Land Department, oversees the daily finalization of legal review of homesite lease survey plats, Navajo Nation land surveys and acceptance of all field surveys prior to affixing signature and registering with professional seal to approve survey plats. Coordinates surveying data with varioius federal agencies; obtains field data where United States Geographical Survey (USGS) are inadequate or when specific details are needed; coordinates with all entities regarding surveying activities; reviews field notes and survey calculations; sets grades during large maintenance operations. Oversee the cross sections and topgraphy for slope stability studies; gather land boundary information for land withdrawal ; perform legal research of documents pertainig to land withdarwal surveys; writes legal descriptions of land to be withdrawn. Coordinate with the Arizona and New Mexico Professional Surveyor Association in the development of a Navajo Nation Survey Policy to be utilized by all/any surveys on the Navajo Nation. Provide training in use of surveying equipment; provides instructions as to preparing field entiries and note reduction, and creation of accurate and readable drawings by manual or computerized drafting and other assigned duties by the Navajo land Department.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

A Bachelor of Science Degree in Civil Engineering, Surveying, Land Law or closely related field with four (4) years of progressively responsible electronic surveying experience which provides the capabilities to perform the described duties.**(To receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas,** certificates, etc.)

Special Knowledge, Skills and Abilities:

Must have knowledge of Geographical Information System (GIS) and Global Positioning System (GPS) computer software in the development of survey maps and legal description, surveying; reading methods of engineering specification; Ability to communicate verbal and written development of reports, research, interpret ate and develop legal description and technical reports; and experiences in management and administrative practices. Must be able to distinguish and identify the types of Navajo Eastern lands to insure correct land description is use to identity and complete land survey.

License/Certification Requirements:

Must possess a Registered Surveyor License, a valid State Motor Vehicle Operators License and a Navajo Nation Vehicle Operator's Permit.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***