DUTIES AND RESPONSIBILITIES:
Under general supervision, performs work of moderate difficulty involving the review and processing of home site lease application; coordinates with central and agency offices regarding all or most home site lease disputes; reviews for accuracy and completion of jobs performed by surveyor, technicians; compares information on survey plats with application to ensure accurate name, chapters, county, acre, township, distance and legal description and field number are recorded; conducts site visits to ensure home site lease application are accurate and appropriate clearances have approval. Maintains computer database of all home site survey leases, plats, etc.; provides information to the public chapter officials and clients on status of home site lease; home site procedures; explains home site lease application, archeological and environmental clearances; prepares lease packages; attends and makes presentations at chapter and community meetings to explain home site processes; prepares and maintains required report.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
An Associate's degree, 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. 2 years experience in real estate practice, tribal leasing knowledge, area/acre/feet calculations. One year or more experience in mapping using a variety of mapping software

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. Depending upon the needs of the Nation, incumbent is required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

<<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:
Special Knowledge: 1) Knowledge of Federal rules, regulations, codes and guidelines on home site lease; 2) Knowledge of Navajo Nation Home Site Lease Policies and Procedures; 3) Knowledge of real estate practices and procedures; 4) Knowledge of customer service, public relations and public speaking methods. Skills and Abilities: 1) Skills in reviewing applications, legal land descriptions and quad maps for completeness and compliance. 2) Skill in reviewing and presenting technical assistance related to home site lease; 3) Skills in maintaining files and records; 4) Skills in communicating verbally and writing, utilizing customer service and public relations techniques.

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