

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DED01412389
POSITION NO: 241050
POSITION TITLE: _____

DATE POSTED: 08/24/16
CLOSING DATE: 09/07/16

DEPARTMENT NAME / WORKSITE: Division of Economic Development / Real Estate Department / St. Michaels, AZ

WORK DAYS: <u>Mon - Fri</u>	REGULAR FULL TIME: <input type="checkbox"/>	GRADE/STEP: <u>AB64A</u>
WORK HOURS: <u>8:00 am - 5:00 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>40,414.40</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	\$ <u>19.43</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	DURATION : _____

DUTIES AND RESPONSIBILITIES:

Conduct the appraisal function within the Real Estate Department requiring reasonably defined judgment, using full range of appraising techniques, principles, methods, and procedures; review appraisal requests for compliance and ensure complete documentations are attached such as chapter resolution, proper land user consent, and land survey; make field and site appraisal reports of proposed property to determine market/property value for potential high and best use; work with appropriate delegated officials if relocation of land users is necessary; use camera or video for review to determine value of each property; research titles, but not limited to, site inspections, gathering records as part of the appraisal process; record and maintain file of property data of each request and appraisal conducted; research and analyze economic data collected on each property to determine proper fair market value; research appropriate county, state, federal, and the Navajo Nation records for comparison to arrive at the best fair market value of each property; conduct analysis of land topography, legal description, land use plan, soil and site analysis; verify and compare documented records with physical description through field inspection, video, camera, and GPS; maintain complete record of available pertinent data with analysis and interpretation on continued basis; coordinate with respective program, chapters, authorized chapters, township(s), and other non-profit and for-profit entities on land survey, archaeological clearances, environmental assessment, environmental impact statement report in conducting a competent appraisal; maintain professional standard for compliance with applicable Navajo laws, state and federal regulations; conduct presentation and respond to public reports as required.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Business Administration, Marketing, Finance, or a related field.

Special Requirements:

(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:

Knowledge of policies, procedures, methods, laws, rules, and regulations of appraisal systems.
Knowledge of implications of economic and sociological trends on land development and community planning.
Knowledge of use, conservation and protection of land resource management.
Knowledge of computers including appraisal software and equipment.
Skill in researching, collecting, analyzing and drawing conclusions from trends and data.
Skill in preparing clear, concise written reports and providing supporting evidence.

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