THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR01314325** DATE POSTED: **09/05/17**
POSITION NO: 235743 CLOSING DATE: **09/18/17**
POSITION TITLE: **Senior Appraiser**
DEPARTMENT NAME / WORKSITE: DNR / Navajo Land Administration / Window Rock, AZ
WORK DAYS: Monday - Friday
WORK HOURS: 8:00 am - 5:00pm
REGULAR FULL TIME: ☑ GRADE/STEP: AB64A
PART TIME: ☐ NO. OF HRS./WK.: $ 40,414.40 PER ANNUM
SEASONAL: ☐ $ 19.43 PER HOUR
TEMPORARY: ☐ DURATION :

DUTIES AND RESPONSIBILITIES:
Review & respond to land offers for sale to the Navajo Nation per LA policy. Set up, organize and update files as documents are received from the seller(s), realtors and/or brokers. Contact seller(s) on the acquisition progress and report any negotiation decisions made by the Land Acquisition team to the seller(s). Arrange acquisition meetings with the team and/or the sellers to negotiate on the offer/purchase price. Determine feasibility or best interest to the NN on all offers.
Perform field assessments, inventories & inspection of land offers and as part of the tax & valuation notices from appropriate counties. Assist with any property valuation appeals to petition for a fair market value on Navajo Nation fee lands. Arrange field trips to tour the lands offered to the Nation with the seller(s) and negotiation team to determine feasibility and benefits for the Nation. Assist with conversion of NN fee land to "Trust" with the application process and working with appropriate delegated officials (NN, BIA, BLM, State, etc.). Attend meetings/training pertinent to land acquisitions and real estate transactions.
Maintain, management, administer, and prepare Land Acquisition budget, which could include budget transfer, budget revision, etc. Work with Division of Natural Resources on all acquisitions and disposals, including the approval process (164 Reviews) and legislative process (RDC, Naabi and NNC). Initiate various contracts for appraisals, Phase I ESA, and other pertinent to land acquisition and/or land department.
Additional duties as assigned: oversee the management of NN land title records and all pertinent documents related to acquisition, exchange, relinquishments, and sale of land on and off the NN; researching land records & titles to aid in determining legal ownership and lands that may be in dispute; performs related work as assigned. Assist with all land conveyances with NLD, which includes but not limited to: completing the Land Status & Jurisdiction Form for lenders, Assignments, Assignment of Home site Leases, NN Mortgages and Promissory Notes and the NN eminent domain or compensations.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:

- A Bachelor's degree in Business Administration, Marketing, Finance, or a related field; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.

(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:
Must have oral and written communication ability to provide public communication in Navajo and English to members of Chapters, programs and departments regarding the Land Acquisition

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