

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DED01418695
POSITION NO: 244226
POSITION TITLE: _____

DATE POSTED: 10/01/19
CLOSING DATE: OUF

Senior Appraiser

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

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BC64A</u>
WORK HOURS: <u>8:00 AM - 5:00 PM</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>42,473.60</u> PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>20.42</u> PER HOUR
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____

DUTIES AND RESPONSIBILITIES:

Under general direction, independently performs appraisal work where considerable judgment are essential in appraising property; determine fair market annual rental of proposed business site lease using the Market Lease Data Analysis if the actual or expected gross receipts are below \$1M; conduct appraisal in compliance with the Uniform Standards of Professional Appraisal Practice if the actual or expected gross receipts are above \$1M; collect appraisal data using full range of appraisal techniques, principles, and methods; conduct research of county, state, federal and Navajo Nation records for data comparison to ensure fair market value of each property; review reports of Market Lease Data Analysis and appraisals submitted by independent entities to ensure compliance and ensure data used and referenced are factual and fair; maintain records and data file of Market Lease Date Analysis and appraisals such as land history, land use plans, topography, soil and site analyst, flood plains, environmental documents, community development, economic trends, and tourism relative to tribal trust land; meet and coordinate with respective programs, chapters, townships, and other entities regarding the Marketing Lease Data Analysis, appraisals, land surveys, archeological clearances, land users, pertinent resolutions, etc.; attend training to maintain professional standards for compliance of Navajo Nation laws, state and federal regulations; and conduct presentation to public inquiries regarding Marketing Lease Data Analysis and appraisals.

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:

(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 computers including appraisal software and equipment.
- Knowledge of real property terminology and techniques of data collections.
- Skill in researching, collecting, analyzing and drawing conclusions from trends and data.
- Skill in preparing clear, concise written reports and providing supporting evidence.
- Ability to communicate effectively, both orally and writing.

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