**THE NAVAJO NATION**
**Department of Personnel Management**
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO:A2:/ **DNR01314739** DATE POSTED: **12/06/17**
POSITION NO: 153369 CLOSING DATE: **12/19/17**
POSITION TITLE: **Senior Engineering Technician**
DEPARTMENT NAME / WORKSITE: Navajo Land Department/Ft. Defiance Land Office / Window Rock, AZ
WORK DAYS: Monday - Friday
WORK HOURS: 8:00am - 5:00pm
REGULAR FULL TIME: ☑
PART TIME: ☐ NO. OF HRS./WK.:
SEASONAL: ☐
TEMPORARY: ☐ DURATION :
GRADE/STEP: AI60A
$ 29,307.20 PER ANNUM
$ 14.09 PER HOUR

**DUTIES AND RESPONSIBILITIES:**
Assist in conducting legal survey within the Ft. Defiance Agency of the Navajo Nation; Assist with topographical, differential, traverse and trigonometric surveys; locates cadastral boundary and section corners; Assist historical surveys; record field measurements and sketches; and computes survey data with the assistance of the Senior Engineering Technician. Reduce field notes, re-check all legal survey land plat descriptions for home site leases before it is uploaded onto a master Geographic Information Systems (GIS) maps which depict all approved home site leases. Assist in scanning survey plats and plot the coordinates onto a master map for recordation of digital data into the Navajo Land Title Data Systems (NLTDS). Assist clients with home site lease packets to insure all required documents are adhered before submission for approval. Assist with presentation on the overall home site lease process; Navajo Land Department's master plans and accomplishments of the Department. Utilizes ATV's and heavy equipment's in the remote location to conduct legal surveys.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma/GED; and two (2) years of basic surveying/engineering technician work experience with AutoCAD work experience or Carlton Survey Software; 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:**

**Special Knowledge:** 1) Knowledge of Geographic Information Systems (GIS), surveying, mapping, and Global Position Systems (GPS) practices; 2) Knowledge of basic computer hardware and software; and 3) Knowledge of legal land description development and interpretation. **Skills and Abilities:** 1) Ability to verbally communicate in Navajo language to provide presentation at Chapter meetings; 2) Must have ability to produce written communications for report writing and correspondences; and 3) Customer services techniques; telephone etiquette when responding to inquires and complaints. Must be willing to travel. Job requires a lot of heavy lifting of equipment when hiking several miles in heave and rugged terrain with deep slopes to conduct legal surveys. Depending upon the needs of the Nation, some incumbents of the class must be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

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