

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR01314740

DATE POSTED: 12/06/17

POSITION NO: 242982

CLOSING DATE: OUF

POSITION TITLE: Registered Land Surveyor

DEPARTMENT NAME / WORKSITE: DNR/Navajo Land Department / Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: A167A

WORK HOURS: 8:00 am - 5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 52,852.80 PER ANNUM

SEASONAL: DURATION : _____ \$ 25.41 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Department Manager III, performs final examination and certification of survey legal plats executed by the agency Navajo Land Sub-offices, monitors legal surveys for tribal entities, businesses, private and chapters land use plan development such as land withdrawals of community and economic development tracks. RLS will provide final reviews and acceptances of field surveys in accordance to US BLM and the Navajo Nation Survey Policy before seal certified approval of all legal surveys. Provides Program supervisors of the Agency Sub-offices field notes, provide quality assurance on all legal survey land plat descriptions; develop a master GIS mapping system for the entire Navajo Nation chapters; digitized all legal surveys/data for recordation into the Navajo Land Title Data Systems (NLTDS). Ensures descriptions of property boundary surveys utilized in deeds leases or other legal documents are established using the cadastral survey control points and perpetuation of the existing Public Land Survey Systems and other assigned duties as necessary to complete projects.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's Degree in Land Surveying or closely related field; and six (6) years of progressively responsible electronic surveying experience involving the supervision of legal survey plats and interpretation of Federal, State, BLM and Navajo Nation Survey Standards/Policies or an equivalent combination of education and experience.

Special Requirements:

- Possess a Registered Surveyor License.
- Possess a valid State Driver 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 legal description methods and practices; 2) Geographic Information Systems (GIS); 3) Software: AutoCAD, Carlson Survey; 4) GPS mapping systems; and 5) Researching historical and legal documents and records.

Skills and Abilities: 1) Ability to provide presentation to land owners, chapters, tribal entities on land withdrawal, survey policy, etc.; 2) Must have ability to produce written communications for report writing, correspondences; and statistics; and 3) Customer services techniques; telephone etiquette when responding to inquires and complaints; 4) Program management of planning, evaluating, provide professional expertise on land issues and complaints; and 5) Comprehensive researches of land status and providing correction to legal surveys.

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