

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR0134393

Date Posted: 12/12/11

POSITION NO: 941101

Closing Date: 12/23/11

CLASS CODE: 3419

POSITION TITLE: Senior Right-of-Way Agent

DEPARTMENT NAME: DNR/Navajo Land Department

DEPARTMENT NO: 13 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R62A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8 am - 5 pm

Temporary:

Duration: _____ \$ 32,073.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 15.42 Per Hour

DUTIES AND RESPONSIBILITIES:

Directs and Supervises Public Law 93-638 Contract Program. Plan, organizes, coordinates and evaluates the program operations and daily tasks requiring the prioritizing of assignments, reports and insures compliances to guidelines and rules and regulations. Administrative duties including prepares analyzes budget, perform expenditures control, writes, reviews and make appropriates corrections to correspondences and other transmittals. Provides technical expertise and recommendations to various Navajo Nation offices/agencies, federal, state and public and chapters. Coordinmates field work with grazing permit holders and community members, receives right-of-way applications and conducts field investigations to obtain right-of-way for federal road projects and coordinates with Navajo Nation agencies, chapters, county, state and federal offices to conduct research on land status information. Conduct field investigation on proposed road projects by contacting owners, leases, etc., obtain all supporting documents from affected land users; provide information and obtain written consent from property leases or owners; negotiate on behalf of affected land users for surface damage compensation and prepares field clearances reports;

meets with applicant, chapter officials, affected land users and other concerned tribal entities. Prepares resolutions and presents project applications to Resources Committee of the Navajo Nation Council; review legal description, survey plats and land status reports; prepares monthly/quarterly reports on project activities; maintain database and hard copy files of all transaction. Attend chapter meetings, public hearing and other meetings pertaining to Road Projects and explain the Right-of-Way and Legislative 164 Review Process. Attending training to upgrade his/her knowledge.

QUALIFICATION REQUIREMENTS:

Education and Training:

An associates degree or training in Real Estate, Surveying, or an engineering related field; and three years of progressively responsible technical work in land negotiations or right-of-way acquisition; or an equivalent combination of education, training and experiences which provides the capabilities to perform the described duties.

Experience:

3 years of progressively responsible technical work in land negotiations or right-of-way acquisition; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Ability to work independdently or with staff to reach goals, objectives of the Program. Ability to adapt to changing work environment (i.e. comfortable with standard office equipment, computer software, Chapter Governments, etc.), occasional work beyond 5 pm or off-reservation travel.

License/Certification Requirements:

Must possess a Valid Drivers License (state/tribal) and obtain a Navajo Nation Operators Permit within 90 days of employment. Must possess Valid insurance. Applicant must complete Realty Specialist Training.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99