

SENIOR MINERAL ASSESSMENT SPECIALIST

DEFINITION: Under general direction, performs work of considerable difficulty in overseeing the valuation and assessment of natural resources with specific focus on mineral leases; appraises minerals for collection of tax revenues for the Navajo Nation; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Oversees and performs annual appraisal of coal, oil and gas leases, including right-of-ways (ROW); researches parameters and data to be utilized in annual appraisal; reviews property appraisals; maintains a listing of contacts in state, local and private agencies for pertinent data needed for valuation and assessment; oversees annual administration of possessory interest tax (PIT); updates forms; compiles and updates address listing for taxpayers subject to PIT; mails out forms to each operator of lease(s).

Submits quarterly reports related to annual planning, budget, travel, policies and procedures; develops appraisal schedule for new set of taxpayers utilizing business sites; confirms, identifies and categorizes new taxpayers; confirms addresses for mailing; identifies locations of business sites to determine if subject to PIT; creates, maintains and updates databases for tax assessments, records, statistical data and research.

Assigns and reviews work upon completion; completes employee evaluations; disciplines, suspends and terminates employees according to established tribal personnel policies and procedures; prepares and approves employee work schedules and timesheets; trains employees in the safe and proper use of equipment; provides and enforces safety regulations and procedures.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of federal, state and tribal laws, rules, regulations and guidelines related to tax regulations.
Knowledge of federal, state and tribal laws, rules, regulations and guidelines related to property assessment and valuation.
Knowledge of assessment and valuation related to mineral, industrial, and businesses.
Knowledge of computer hardware, software and peripherals.
Knowledge of research, analysis and interpretation practices and procedures.
Knowledge of supervision and administration practices and procedures.
Knowledge of real estate appraisal methods, practices and procedures.
Knowledge of tax schedules.
Skill in scheduling, assigning, reviewing, and evaluating work.
Skill in accurately assessing and defending possessory interest taxes assessments.
Skill in utilizing written and verbal communication in the development and presentation of reports, tax assessment rolls, budget and information.
Skill in monitoring and authorizing budgetary expenditures.
Skill in creating, maintaining, securing and updating computerized databases.
Skill in researching, analyzing, interpreting and explaining tax laws, rules and regulations.
Skill in utilizing customer service/public relations techniques when responding to inquiries and complaints.
Skill in establishing and maintaining effective working relationships.

THE NAVAJO NATION

Class Code: 3001
Natural Resources and Parks Series
Assessment and Inspection Group
Overtime Code: Exempt
Pay Grade: 65

SENIOR MINERAL ASSESSMENT SPECIALIST

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires traveling for site inspection of businesses, heavy industrial businesses, mining and drilling sites with potential exposure to extreme temperatures, toxic gases, fumes and chemicals.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Real Estate, Business Administration, Geology or a closely related field; and four (4) years of progressively responsible mining or industrial assessment and valuation experience, one (1) year of which must be in a lead work or supervisory capacity.

SPECIAL REQUIREMENTS: Must possess a Real Estate Appraisal License and a valid state driver's license.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.