

SENIOR APPRAISER

DEFINITION: Under general direction, independently performs appraisal work where considerable judgment and originality are essential in appraising property; properties appraised are typically large and of high cost where property and economic data must be researched extensively so that property transactions are favorable to 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:

Formulates, analyzes and provides feasibility studies on proposed land acquisitions where property data are not readily available; researches county, state, federal and tribal records to appropriately determine acceptable property value; determines land use potential for highest and best use; uses seasoned judgment where previous appraisals do not provide a clear approach in providing guidance on obtaining optimum return for the Navajo Nation.

Researches and analyzes economic data on properties to properly determine fair market value; deals with market rates that may be distorted and where rates are rapidly changing annually; applies clear and effective appraisal approaches where the Nation has purchased property that has resulted in displacing homeowners or grazing permittees; negotiates resettlement of families impacted from such purchase; identifies new site for relocates and assist families in obtaining new homesite.

Assists religious organizations requesting mission site permit/leases; coordinates with respective agency land offices in obtaining field clearances, environmental assessment reports and archaeological clearances; drafts and issues permits for mission sites; conducts inspections, researches titles, gathers records, determines land use and estimates market value of property.

Conducts analysis of land topography and investigates community land features, to include legal land description, site and soil analysis, precipitation and vegetation; verifies and compares documented records with physical description through field inspection; uses video and camera equipment to document condition of land; responds to public and internal inquiries/complaints and provide information.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

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 use, conservation and protection of land resource management.

Knowledge of computers including appraisal software and equipment.

Knowledge of real property terminology.

Knowledge of techniques of data collection.

Skill in researching, collecting, analyzing and drawing conclusions from trends and data.

Skill in establishing and maintaining effective working relationships with others.

Skill in communicating effectively both verbal and in writing.

Skill in preparing clear, concise written reports and providing supporting evidence.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: There is occasional need to stand, stoop, walk, and perform other similar actions during the course of the workday.

THE NAVAJO NATION

Class Code: 3410
Community and Economic Development Series
Real Estate Appraisal Group
Overtime Code: Exempt
Pay Grade: 64

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MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Business Administration, Marketing, Finance, or a related field; or an equivalent combination of education and experience.

PREFERRED QUALIFICATIONS:

- A Master's degree in Business, Marketing, Finance or related field.
- One (1) year experience in business development including business site design.
- Appraiser license.

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