

### **HOMESITE AGENT**

**DEFINITION:** Under general supervision, performs work of moderate difficulty involving the review and processing of home site lease applications; conducts routine home site field clearances; resolves non-controversial land use discrepancies independently; 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:**

Coordinates home site lease surveys, land withdrawals, field clearances and drafting of home sites on survey plats; coordinates with central and agency offices regarding all or most home site lease disputes; reviews for accuracy and completion of jobs performed by surveyors, technicians and draftsman; compares information on survey plats with application to ensure accurate name, chapters, county, acre, township, distance and legal description and field numbers are recorded; conducts site visits to ensure home site lease applications are accurate and appropriate clearances have approval.

Maintains computer database of all home site survey leases, plats, etc.; provides information to the public, chapter officials and clients on status of home site leases, home site lease policies and procedures; explains home site lease application, archeological and environmental clearances; prepares lease packages; attends and makes presentations at chapter and community meetings to explain home site processes; prepares and maintains required reports.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of federal rules, regulations, codes and guidelines on home site leases.  
Knowledge of Navajo Nation Home site Lease Policies and Procedures.  
Knowledge of customer service and public relations methods and practices.  
Knowledge of public speaking methods.  
Knowledge of computer hardware, software and peripherals.  
Knowledge of real estate practices and procedures.  
Skill in reviewing applications, legal land descriptions and quad maps for completeness and compliance.  
Skill in communicating verbally and in writing.  
Skill in reviewing and presenting technical assistance related to home site leases.  
Skill in utilizing customer service and public relations techniques.  
Skill in and maintaining files and records.  
Skill in establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work requires extensive travel and public speaking throughout assigned area.

#### **MINIMUM QUALIFICATIONS:**

- An Associate's degree in Engineering, Surveying, Real Estate or related field; and one (1) year of technical work in land mapping, surveying or real estate office experience; or an equivalent combination of education and experience.

#### **Special Requirements:**

- Possess a valid state driver's license.

THE NAVAJO NATION

Class Code: 3416  
Community and Economic Development Series  
Land Clearance Group  
Overtime Code: Non-Exempt  
Pay Grade: 60

**HOMESITE AGENT**

**PREFERRED QUALIFICATIONS:**

- Two (2) years of responsible experience conducting surveys, land withdrawals and field clearances.
- Proficient in Microsoft Office software or other computer applications.

**Supplemental Requirements:**

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

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.