

TITLE EXAMINER

DEFINITION: Under general direction, performs work of moderate difficulty; oversees the management of Navajo Nation land title records and all pertinent documents related to the acquisition, exchange and sale of land on and off the Navajo Nation; serves as senior level expert in researching land records and titles to aid in determining legal ownership and lands that may be in dispute; 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:

Plans and directs land acquisition and exchange assignments; supervises title searches and examinations; reviews and provides comment on legislative process (164) for business sites, land withdrawals, permits, right of way easements and damage claim settlements; supervises land inventories of Navajo owned property, and lands proposed for acquisition and/or exchange; initiates the legal process in acquiring and/or exchanging land for the Navajo Nation; initiates appraisal of land and property.

Assists department and division in preparing budget; protects and maintains all title records and pertinent documents for land owned, acquired and controlled by the Navajo Nation; assures accurate recording and safekeeping of all legal land title documents such as warranty deeds, leases, land exchanges, purchases, etc.

Reviews and assists staff in all fee land tax assessments and leases for payment or renewal; interprets land leases, grazing and other land uses; presents reports and resolutions to appropriate standing committees; prepares and presents project reports to the department and division.

Attends hearings relevant to land exchanges or disputes; conducts public hearings on land acquisition; reviews all official land sale contracts, escrow instructions and closing of the sale to ensure establishment of legal title; prepares and presents comprehensive reports in both English and Navajo languages to the Navajo Nation Council, Standing Committees, and Chapter Officials.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of federal, state and Navajo Nation laws, rules, regulations, practices and procedures related to land boundaries, warranty titles, land leases and land appraisal practices.

Knowledge of legal land description methods and practices.

Knowledge of computer hardware, software and peripherals.

Knowledge of management and administration practices and procedures.

Knowledge of public speaking methods and practices.

Knowledge of researching historical and legal documents and records.

Skill in utilizing verbal and written communication in the development of legal descriptions, records, presentations, and information.

Skill in conducting land acquisition and land ownership negotiations requiring technical expertise.

Skill in instructing less experienced Title Examiners and Homesite Agents in land leasing process.

Skill in planning, organizing and directing special project activities.

Skill in utilizing public relations techniques when responding to inquiries and complaints.

Skill in establishing and maintaining effective working relationships.

THE NAVAJO NATION

Class Code: 3417
Community and Economic Development Series
Land Clearance Group
Overtime Code: Exempt
Pay Grade: 64

TITLE EXAMINER

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work is mainly in an office environment with travel to conduct land appraisal and acquisition or to present reports at Navajo Nation Council, Chapter and Committee meetings.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Real Estate, Business Administration, Engineering or related field with completion of real estate appraisal and related real estate coursework; and four (4) years of progressively responsible real estate acquisition, sale, abstracting, land negotiation and appraisal experience, one (1) year of which must have been in a management or supervisory capacity. Must possess 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.