

SENIOR RIGHT-OF-WAY AGENT

DEFINITION: Under general supervision, performs work of considerable difficulty in rendering technical expertise in the acquisition of property and right of ways for public use; performs the more complex appraisal and negotiation elements in acquiring property and right of ways independently; renders work guidance to a small field office at the agency field level; 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:

Serves as a lead right-of-way agent on a wide variety of diverse public projects where supervisory guidance on unprecedented right of way problems are not readily available; independently addresses, and reviews thoroughly right of way field clearances prior to securing final agreement among land users and government projects; secures final agreement on behalf of public projects for the Navajo Nation; provides work direction that are procedural and routine.

Coordinates field clearances with grazing permit holders and community committee members; receives applications and conducts field investigations to obtain right of ways for power lines, gasoline projects, transmission lines, county, state and federal roads projects, etc.; coordinates with Navajo Nation agencies, chapters, county, state and federal offices to conduct research on land status information.

Conducts field investigations on proposed projects by contacting owners, leasers, etc.; obtains all supporting documentation from affected land users; provides information and obtains written consent from property leases or owners; negotiates on behalf of affected land users for surface damage compensation and prepares field clearance reports; meets with applicant, chapter officials, affected land users and other concerned tribal entities.

Prepares reports that require dividing surface damage compensation among all affected land users; presents project applications to Resources Committee Members of the Navajo Nation Council; reviews legal descriptions, survey plats and land status reports to ensure accurate compensation to correct parties; prepares monthly reports on project activities; maintains database and hard copy files of all transactions.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of federal and Navajo Nation rules, regulations, codes and guidelines on public acquisition of rights of way.

Knowledge of Navajo Nation Home site, grazing and other leases and ownership policies and procedures.

Knowledge of customer service/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 prioritizing, scheduling, assigning, reviewing and evaluating work.

Skill in reviewing applications, legal land descriptions, and quad maps for completeness and compliance with applicable guidelines.

Skill in utilizing verbal and written communication in bilingual presentations to Chapters and individuals.

Skill in reviewing and presenting technical assistance related public right of ways.

Skill in utilizing customer service/public relations techniques when responding to complaints or inquiries.

Skill in establishing and maintaining effective working relationships.

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

MINIMUM QUALIFICATIONS:

- An Associate's degree in Real Estate, Surveying or an engineering related field; and two(2) years of progressively responsible technical work in land negotiations or right of way acquisition.

PREFERRED QUALIFICATIONS:

- Two (2) years of responsible appraisal and negotiation experience.
- Two (2) years of office management and supervisory experience.
- Proficient in Microsoft Office software or other computer applications.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Incumbent must complete Realty Specialist Training within 180 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.