

## SENIOR HOMESITE AGENT

**DEFINITION:** Under general direction, performs work of moderate difficulty in overseeing, planning, and coordinating a departmental office, involving the review and processing of homesite leases; serves as lead homesite agent with supervisory responsibilities over an agency field or central program office; 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:**

Manages a small agency or central office realty activity, serving in the capacity as a lead homesite agent; serves as spokesperson for the respective office in conveying homesite lease processes and requirements; provides work assignments and direction to other homesite agents and technicians; reviews completed work produced by technicians for compliance with established homesite lease procedures and processes prior to submittal to central department office for approval.

Assures all required homesite lease applications contain supporting documents prior to submittal for approval from federal realty office; resolves land disputes that may be of a controversial nature by researching and providing appropriate and accurate information of area in question; attends court proceedings on land disputes where homesite leases are contested; represents office in meetings with various government offices concerned with homesite leases.

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

Knowledge of federal rules regulations, codes and guidelines on homesite leases.

Knowledge of Navajo Nation Homesite 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.

Knowledge of file maintenance and record keeping methods and practices.

Skill in prioritizing, scheduling, assigning, reviewing and evaluating work.

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 homesite leases.

Skill in negotiating and resolving conflict.

Skill in establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work requires extensive travel and public speaking throughout the Navajo Nation.

**MINIMUM QUALIFICATIONS:** An Associate's degree in Engineering, Surveying, or Real Estate or a closely related field; and four (4) years of technical work in land mapping, surveying or real estate office experience, one (1) year of which must have been in a supervisory capacity; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

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