

Position: Realty Specialist I, II, III
Department: Realty
Supervisor: Realty Director
Supervises: No One
FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Realty Director who provides assignments, determines objectives and deadlines, assists in carrying out the functions and activities of the Program and other miscellaneous realty land management activities. This position carries out assignments as established by applicable Federal Regulations or Tribal Law.

Duties and Responsibilities:

- Conducts research and retrieves specific information needed from archives/original allotment/tribal records, historical and legal records from various county courthouses and other entities.
- Interpretation and application of title status reports, including researching documents, probates, and records for ownership accuracy.
- Compiles abstracts of legal descriptions. Separates parcels to augment new legal descriptions for title recording. Prepares appropriate receipts, vouchers, payment schedules, and title document for submission and approval.
- Conducts when necessary onsite inspections for environmental issues/concerns. Ensures adherence of the National Environmental Protection Act. Maintains reference library related to environment resources.
- Maintains the obligation control register for the Tribal Realty component, Compact Realty, Tribal Oil and Gas Enterprise, and Land Accounts.
- Maintains records in compliance with federal regulations and records management requirements.
- Maintains appraisal log for annual reporting requirements.
- Will address and document information to resolve any land issues which may develop, such as trespass, damages, and encroachment.
- Main areas of responsibility includes: Oil and Gas leasing, Permits, Grants of Easement, interest ownership in accordance with Federal Regulations or Tribal Law.
- Performs a variety of realty transactions relating to the leasing of tracts of lands. Review correspondence received from the area staff in reply to inquiries concerning status of farming and grazing leases, oil and gas leases, right-of-ways, and permits.
- Analyze and process all types of leases for surface, permits, or subsurface uses.
- Prorate and cause distribution of all income that shall include, but not be limited to, rights-of-ways, farming and grazing rentals, oil and gas rentals, and royalties.
- Research and prepare all records for rights-of-way, including land ownership, appraisal, environmental requirements with the goal of protecting and preserving ownership rights.
- Farming & Grazing and Oil & Gas leasing: Interviews and assists prospective lessees in obtaining farming and grazing leases or oil & gas leases, reviews applications for lease assignments, permits and licenses. Responsible for researching and implementing farm plans for all tracts of tribally and individually owned trust land. Prepares and types official receipts, vouchers, payment schedules, etc. for the receipting and transfer of lease income to landowners. Responsible for implementation of lease record keeping on each tract of land and recording in tract books.
- Will provide written reports of all such inspections and non-compliance issues.
- Work to develop mapping capabilities to assist in environmental, trust, or other procedures.
- Work closely with other governmental entities on a government-to-government basis.
- Will do case research and prepare the necessary documents to comply with the National Environmental Policy Act for allotted and tribal land acquisition & disposal program, tenure and management, oil & gas and farming and grazing activities.
- Possess ability to perform fieldwork as needed and/or assigned.
- Ability to serve as backup for other realty functions as needed.

- Performs other duties as assigned related to the SFN realty program.
- Receive clearance for, and encode to the Trust Asset and Accounting Management System (TAAMS). Works in the automated system to verify ownership and monitor activity.

Knowledge, Skills, and Abilities:

- Knowledge of realty property conveyance instrument terminology.
- Basic knowledge of processes associated with tenure and management of business leasing and dwelling agreements.
- Knowledge of relevant federal laws, including Land Consolidation Act, National Environmental Policy Act, National Historic Preservation Act, American Indian Probate Reform Act, and other legislation relating to trust lands.
- Ability to work with other governmental entities on a government-to-government basis.
- Ability to interpret and apply Code of Federal Regulations. Knowledge of appraisals, forestry, soil conversation and farm plans related to impact on realty activities.
- Ability to interpret legal descriptions, aerial photographs, plats, tract maps, courthouse records, deed documents, and other real property documents.
- Skills and the ability in communication both orally and in writing.
- Knowledge and skills to manipulate automated computerized system (software/hardware).
- Ability to maintain data base management and other computer module programs.
- Must have knowledge of realty conveyance instrument requirements and terms of lease compliance.
- Knowledge of Privacy Act related to information of a personal nature of landowners.
- Must be willing to travel.
- Must possess a valid Oklahoma driver’s license.
- Must be able to cross over all terrain, crawl, get over obstacles (i.e. fences, creeks, etc.)
- Must be able to lift 50lbs.

Education and Experience:

- Bachelor of Science Degree or equivalent combination of education and experience in related field, i.e. familiar with land issues and concerns pertaining to Native Americans, or any combination of education or experience in related field.
- Prefer experience in real property management.
- General working knowledge of the Real Property Management Program in order to answer inquiries and provide assistance and to prepare required reports.
- Must be familiar with land issues and concerns pertaining to Native Americans.

Employee’s Signature

Date

Supervisor’s Signature

Date