

Position: Realty Specialist #2
Department: Realty
Supervisor: Community & Public Relations Director
Supervises: No One
FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Realty Supervisor who provides assignments, determines objectives and deadlines, assists in carrying out the functions and activities of the Program. Performs clerical work within the realty area.

Duties and Responsibilities:

- Main areas of responsibility includes: all phases of Farming and Grazing leasing, Oil & Gas leasing, Grants of Easement and RDRS encoding. Also responsible for upkeep and maintenance of the tribal Oil & Gas Enterprise Budget and Obligation Control.
- Generate 90 day letters to landowners for lease negotiations and advertising purposes on farming and grazing leases.
- Conduct lease-bid sale.
- Generate and prepare farming and grazing leases for approval.
- Receive and collect monies from individual farming and grazing leases.
- Generate journal vouchers for monies received from lessees for IIM accounts.
- Performs a variety of realty transactions relating to the leasing of tracts of lands. Assists Land Operations technician with farm plans. 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, farming and grazing rentals, oil and gas rentals, and royalties.
- Submit the required management reports in accordance with applicable statues and regulations.
- Assist in providing preliminary estimates of market value, rental value, and just compensation.
- Provide documented appraisal reports to support estimates of market value, rental value, and just compensation.
- 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.
- RDRS Encoding: Responsible for encoding land ownership files into master Royalty Distribution and Reconciliation System. ID and password will be obtained from the Albuquerque office of

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Approved by B.C. on 2/20/07

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Trust Fund Management.

- Maintain all records according to the federal regulations of records management.
- Other duties: Compiles abstracts of legal descriptions, receives, handles, takes custody of, or accounts for remittances, payments of rental and other funds received as the result of the activities of this department. Furnishes assistance to land owners with title documents and state/county recording where appropriate. Answers inquiries and furnishes assistance with regard to the completion of applications for all types of surface leases, expiration dates of leases, appraised rental value to owners, copies of land description and other related information. In this connection, furnishes blank forms with instructions for their completion, furnishes land descriptions and other related information to authorized agencies.
- Maintain and update all ownership records in realty module, files, and tract book.
- Generate all required annual reports (tribal and BIA), data calls, and other pertinent or required reporting.
- Other duties as assigned, particularly serving as backup for other realty functions as needed.
- Possess ability to perform fieldwork as needed and/or assigned.

Knowledge, Skills, and Abilities:

- Must have knowledge of realty conveyance instrument requirements, terms of lease compliance and Code of Federal Regulations.
- Knowledge of relevant federal laws, including Land Consolidation Act, National Environmental Policy Act, and the National Historic Preservation Act.
- Ability to work with other governmental entities on a government-to-government basis.
- Understanding of such functions as appraisals, forestry, soil conservation, farm plans, and their effects on realty activities.
- Ability to interpret legal descriptions, aerial photographs, plats, tract maps, courthouse records and deed documents.
- Able to communicate effectively both orally and in writing.
- Must have basic knowledge of computer work processing, data base and other computer programs available.
- Must possess a valid Oklahoma Drivers License.
- Must be willing to travel.

Education and Experience:

- General working knowledge of the Real Property Management Program in order to answer inquiries and provide assistance and to prepare required reports.
- Minimum of two (2) years experience in related field.
- Must be familiar with land issues and concerns pertaining to Native Americans.

Employee's Signature

Date

Supervisor's Signature

Date