

SITKA TRIBE OF ALASKA
Job Description

JOB TITLE: Tribal Realty Officer/Tribal Court Specialist

Benefits:	Yes	Salary:	\$48,000-\$55,000 DOE
Shift:	8-4:30 pm M-F	Department:	Legal
Supervisor:	Tribal Attorney	Prepared by:	Tribal Attorney
Approved by:	General Manager	Date:	February 1, 2017
Status:	Exempt		

I. SUMMARY

The Realty Officer is responsible for providing direct services to restricted property land owners and native allotment applicants within the Sheet'ka Kwaan under supervision of the Tribal Attorney. The Tribal Court Specialist responsibilities of this position requires providing support to the Tribal Court, working closely with the Tribal Court Judges, Tribal Attorney and Social Services department.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Realty

- Operate STA's realty program. This entails working with restricted property owners under Bureau of Indian Affairs regulations regarding:
 - Realty transactions including sales, gift deeds, rights of way, partitions, leases and permits of restricted properties;
 - Coordinating appraisals, surveys, archaeology, and NEPA requirements for transactions and activities;
 - Last Will & Testament preparation for tribal citizens with interest in restricted properties;
 - Probate package preparation including land inventories and gathering heirship data necessary for Probate Proceedings;
 - Rights protection including trespass discovery and abatement, arranging for appraisals, posting and surveying of restricted properties, and tracking of development and other activities in areas near or on native allotments and restricted town-sites, informing property owners of such planned development and providing comments on such at request of property owners; and
 - Working on pending and approved native allotment applications, including tracking the BLM allotment adjudication process, providing applicants with updates and information on the process and assisting applicants with advocacy including affidavit preparation.
 - Adhere to confidential requirements of trust records.
 - Maintain realty files according to Bureau of Indian Affairs'/Office of the Special Trustee standards.
- Coordination of Village Committee and implementation of Committee recommendations.

B. Tribal Court Specialist

- Assist Tribal citizens with filing petitions and motions in the Tribal Court.
- Schedule hearings and ensure parties receive full notice of hearings.

- Work closely with the Tribal Court Judge/s, Tribal Attorney, Social Services staff. Serve as Clerk to the Judge for all Tribal Court hearings and manage the Tribal Court calendar. Draft any orders requested by the Judge.
- Maintain all tribal court files ensuring all documents are filed appropriately and in an organized manner.

C. Meetings, Reports and Other

- Attend biannual statewide realty meetings in Anchorage or other location.
- Prepare monthly written reports for submittal to the Sitka Tribal Council detailing activities during the reporting period.
- Keep Tribal Attorney informed about projects and duties via weekly staff meetings and/or weekly individual meetings with Director.
- Prepare report for inclusion in the Legal Department report to Tribal Citizens in quarterly Newsletters and the Annual Report.
- Prepare quarterly GPRA reports, and responses to other data calls as received from BIA.
- Attends STA all staff meetings. Participate in STA all-staff events which may occur after hours or on weekends, including but not limited to Annual Picnic, Annual Meeting, Children's Christmas Party, and Annual Native American Heritage Month Parade.
- Responds to questions/comments in a courteous and timely manner.
- Other Duties as Assigned by Supervisor.

III. MINIMUM QUALIFICATIONS

A. Education

- Bachelor's degree, relevant academic background or work experience sufficient to perform duties may substitute for degree requirement on a year to year basis.
- Experience in realty or native advocacy field preferred
- Juris Doctorate with knowledge, interest or experience in Indian or Alaska Native law preferred

B. Skills and Abilities

- Advanced computer skills including Microsoft Office Suite and Internet.
- Ability to write clearly and effectively.
- Ability to communicate effectively with property owners and governmental representatives.
- Desire and ability to support and advocate for individual restricted property owner rights.
- Ability to work independently with minimal guidance, take initiative, work as a team player, and manage multiple tasks.
- Ability to balance competing priorities to achieve goals and work under pressure.
- Ability to interpret federal laws and regulations.

C. Criminal Background Check

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check.

No individual may fill this position who:

- has been convicted of any crime involving a sexual offense; or

- has ever been convicted or plead no contest to two misdemeanors or one felony crime involving theft or dishonesty.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.


D. Drug and Alcohol Free Workplace

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol Free Workplace Ordinance. This position therefore is subject to drug and/or alcohol testing if the immediate supervisor has reasonable suspicion that the employee has reported to work under the influence of a prohibited drug used unlawfully or under the influence of alcohol.

IV. TRIBAL PREFERENCE

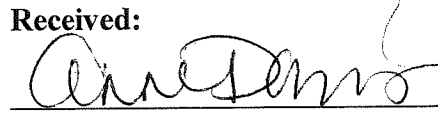
Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

Approved:



Lisa Gassman, General Manager

Received:



Anne Davis, Administrative Services Director