

The Suquamish Tribe
Realty Officer
DCD

The Suquamish Tribe is recruiting for a Realty Officer in our Department of Community Development. The Realty Officer position is responsible for performing trust realty functions for the tribal government. The Suquamish Tribe assumed the responsibility to provide realty services for the Tribe and its individual allottees of trust land on the Port Madison Indian Reservation in 1995 when it entered into a Self-Governance Compact with the Bureau of Indian Affairs. By assuming the obligation to provide realty services previously performed by the Bureau of Indian Affairs, the Tribe took on performing the direct obligations of the United States Government trust responsibilities for Indian lands. The obligations inherent in the trust obligation require a great deal of security, discipline in record-keeping, and compliance with the procedures and processes as defined by 25 Code of Federal Regulations (CFR) and other federal and tribal regulations associated with the management of Indian lands. The Realty Officer will also assist Tribal Council in the acquisition of fee properties and maintaining all tribal land records, not only trust records.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of statutes and regulations, both federal and tribal, related to trust realty services and functions.

Ability to review, analyze and correct the following: title insurance, GIS generated maps, land legal descriptions, land surveys, land appraisals, NEPA compliance documents and other documents and processes related to trust realty services.

Ability to perform on-site inspections for compliance with laws and regulations and, if necessary, testify in court proceedings.

Ability to work closely with staff and processes within BIA Realty, Office of Special Trustee, Land Title and Records, Bureau of Land Management, as well as other federal, state, county, and tribal staff and processes relating to land transactions.

QUALIFICATIONS:

Minimum of 5 years' specialized experience involving oversight and management of trust property and other real property

BA in related field may substitute for 1 years' experience

MA in related field and specialized experience preferred

State/Federal/Tribal Background check required

Valid WA State Driver's License required

Pre-Employment drug testing required

Native American preference

Salary D.O.E. plus benefits package. To apply: Please download a hardcopy application from our website at www.suquamish.nsn.us and return to our HR Office. You may also apply online from our website and attach your cover letter & resume to the application. If you experience any difficulties with the online application, the hardcopy version will suffice. If you would like a copy of the job description, call the Suquamish Tribe Job Line at (360) 394-8414 or e-mail mmickel@suquamish.nsn.us. OPEN UNTIL 4-26-19