



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT **JOB TITLE:** Realty Assistant

OPEN: April 16, 2021

EXEMPT: No

SALARY: (7) \$18.97-\$21.25 p/h DOE

SHIFT: Day

LOCATION: Planning Building

DURATION: Regular Full-Time

CLOSES: April 30, 2021

JOB CODE:

DIVISION: Realty Office

DEPARTMENT: Planning Realty Office

SUPERVISOR: Administrator Realty Services

VACANCIES: 1

JOB SUMMARY: This is an entry level position that provides administrative and technical support for Realty related tasks. Work assignments often deal with confidential and highly sensitive matters, so a great deal of confidentiality, discretion and professionalism is required. Other realty duties may be assigned. Realty assignments will be under the direction of the Administrator Realty Services.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Greets and assists realty clients in a professional manner.
2. Be capable to meet with clients to gather information regarding their realty needs and provide assistance or guide them to the appropriate staff member.
3. Assist all realty staff as needed with filing, copying, scanning and processing of realty documents.
4. Responsible for filing realty documents in accordance to department standards.
5. Will assist Realty staff with realty transactions as needed.
6. Responsible for maintaining effective communication with government agencies involved in realty issues.
7. Will be expected to become proficient in realty tasks such as: Gift conveyances, leasing, acquisitions, Rights-of-Way and also become familiar with the processes of all other areas of realty such as: Probate, Fee to Trust, etc.
8. Perform basic research with in-house records, BIA records, Whatcom County Assessor's Office, title companies and Whatcom County Engineering records as needed.
9. Maintain work task data for quarterly and annual submission of work plan updates and budgets, or as information is needed.
10. Assist with communications including telephone, fax, photocopy and mail.
11. Obtain and maintain access to the BIA TAAMS system for land records and research.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- A.A.S. degree preferred.
- 2 years of experience working in a professional office setting.
- Proficient in Microsoft Office, EXCEL, ACCESS and Microsoft OUTLOOK.

- Must be a notary public or be able to obtain license within 90 days.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to organize and prioritize work in an efficient and effective manner.
- Must be detail oriented.
- Must be able to work in a fast paced environment with demonstrated ability to manage multiple competing tasks and demands.
- Ability to maintain files/records in an organized manner that is acceptable by the organization.
- Strong verbal and written communication skills.
- Ability to work cooperatively with individuals, departments and agencies.
- Must possess good oral and written communication skills.
- Meet with community members to determine realty needs.
- Must be willing to accept training and travel to perform duties effectively and efficiently.
- Must maintain **CONFIDENTIALITY** at all times.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires Criminal Background Check.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.