



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 Officer
Re-Advertise

OPEN: March 21, 2024

EXEMPT: No

SALARY: (10) \$30.42-\$34.26/hr. DOE

SHIFT: Day

LOCATION: Planning Building

DURATION: Regular Full-Time

CLOSES: March 28, 2024

JOB CODE:

DIVISION: Realty Office

DEPARTMENT: Planning

SUPERVISOR: ARS

VACANCIES: 1

JOB SUMMARY: This is an intermediate-level position that seeks a working knowledge of Indian Trust Land with an emphasis on the ability to read and write legal land descriptions. Assigned tasks are done with minimum supervision while complying with extensive Federal regulations and Lummi Code during the processing of various trust land transactions. Work assignments often deal with highly confidential and sensitive matters, so a great deal of discretion and professionalism is required. Other Realty duties may be assigned as necessary. This position will be supervised by the Administrator of Realty Services (ARS).

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

1. Responsible for assisting tribal members in the following areas:
 - Gift conveyance, Leases, Partitions, Easements, Rights of way, Fee – to- Trust, and Land Consolidation.
2. Prepare documents for potential Fee – to – Trust, land acquisition, land sales, appraisals, mortgages, rights of way and easements.
3. Assist other staff and individual landowners with Fee-to-Trust conversions.
4. Maintain access to the TAAMS of the Bureau of Indian Affairs (BIA), ITSQ system of the Bureau of Trust Funds Administration (BTFA) (formerly OST-Office of Special Trustees) required to access land ownership information needed for realty transactions.
5. Responsible for maintaining effective communication with government agencies involved in realty issues.
6. Provide Realty services to the Lummi Community and local community members with various kinds of land transactions.
7. Consult with beneficiaries/lessees/other landowners and interested parties about the process options, documentation, and other needs that may be associated with contracting and/or conveyance activities.
8. Perform research with in-house records, Bureau of Indian Affairs, a title company, Whatcom County Assessor's Office, and Whatcom County Engineering records.
9. Be capable of researching realty questions and arriving at solutions to realty problems.

10. Maintain work data information for annual submittal of workloads, or as information is needed.
11. Assist with communications including telephone, fax, photocopy, and mail.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Land or Environmental Planning, Land or Business Transaction, Indian Land Law, Cultural History, Civil Engineering, GIS, and Mapping, and/or
- Four (4) years' experience with Escrow, Title Insurance, Title Examination, and/or
 - Two (2) years of practical experience in Indian Land Administration (Realty), and/or
 - ICC Indian Training in Trust Land Transactions
- Be a current Notary Public or obtain within 90 days.
- Must possess BIA security clearance for access to TAAMS system or obtain within one (1) year.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to organize and prioritize your own work and manage a large caseload efficiently and effectively.
- Ability to maintain files/records in an organized manner that is acceptable to the organization.
- Ability to work cooperatively with individuals, departments, and agencies.
- Possess good oral and written communication skills.
- Access to and experience with the TAAMS system of the BIA.
- Access to and experience with the ITSQ system of the BTFA.
- Ability to meet with community members to determine realty needs.
- Ability to conduct advanced research of applicable land and title information.
- Ability to negotiate land acquisitions, consult, prepare, and process necessary documents for a variety of realty functions. (i.e., Fee – to – Trust, Individual and Tribal Land Purchases)
- Ability to deliver oral presentations before community groups.
- Ability to attend training and travel to perform duties effectively and efficiently.
- Computer literate with proficiency in MS Office 365 including Excel, Access, and Outlook.
- Knowledge of or skills in TAAMS, and ITSQ programs.
- Ability to maintain confidentiality at all times.
- Verbal and written communication skills.
- Ability to communicate before small and large groups or the general public.
- Ability to maintain a high level of confidentiality and protection of sensitive information.
- Ability to work in a fast-paced environment with demonstrated ability to manage multiple competing tasks and demands.
- Must be willing to accept training and travel to perform duties effectively and efficiently.
- Must be computer literate with proficiency in MS Office, EXCEL, AND ACCESS experience.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol tests to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol-Free Workplace Policy.
- Position requires extensive Federal Criminal Background Check, Bureau of Indian Affairs requirement for access.
- Must be willing to accept training and travel to perform duties effectively and efficiently.
- Must always maintain confidentiality.

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.