



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: October 23, 2025

EXEMPT: No

SALARY: (8) \$23.05-\$25.96/hr. DOE

LOCATION: Tribal Administration

SHIFT: Day

DURATION: Regular Full Time

CLOSES: Until Filled

JOB CODE:

DIVISION: Realty Office

DEPARTMENT: Planning

SUPERVISOR: ARS

VACANCIES: 1

JOB SUMMARY: This position provides administrative and technical support for Realty, Probate and 105L Leasing with 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. Meet and greet clients and visitors, determines nature of business, and announces visitors to appropriate staff.
2. Be capable to meet with clients to gather information regarding their realty needs and aid or guide them to the appropriate staff member.
3. Assist all realty staff and Probate Specialist as needed with filing, copying, scanning, mailing correspondence, and processing of realty documents.
4. Responsible for filing realty documents in accordance with 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 become familiar with the processes of all other areas of Realty such as: Probate, Fee to Trust, Estate Planning; wills, power of attorney, transfer upon death deeds-fee restricted, probates, Surveys, 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 equivalent, and
- Two (2) years of experience working in a professional office setting,
- Two (2) years of experience working for a tribal or federal agency; and
- Associate Degree in Office Professions, ICC Indian Enterprises training Certificate
- Must be computer literate with proficiency in MS Office, EXCEL, ACCESS, MS OUTLOOK, ARCGIS, Publisher, Zoom, Share Point, social media, and PowerPoint
- 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.
- Ability to work independently with little or no supervision and as a part of a team.
- Coordinate and make reservations for travel and process work orders and documentation as needed.
- Take clear and concise notes during meetings, such as staff meetings.
- Primary responsibility for preparing Personal Action and payroll forms, routing forms appropriately and following up to ensure documents are processed in a timely manner.
- Secure meeting space and meeting supplies as necessary
- 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.
- Update office appointment calendars, staff schedules, as well as schedule appointments with clients
- Ability to work cooperatively with individuals, departments and agencies.
- Excellent written oral communication skill with demonstrated ability to make successful presentations
- Meet with community members to determine realty needs.
- Must be willing to accept training and travel to perform duties effectively and efficiently.
- Knowledge of tribal and federal laws concerning land use and trust transactions
- Must always maintain CONFIDENTIALITY.

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.
- This position requires a Criminal Background Check
- Must be willing to travel for meetings, trainings and conferences that are local and occasionally out of state.

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.