

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-225 Issue Date: 12-01-15 Closing Date: 12-07-15

Realty Technician II
Operations Section Trust Real Estate
Department of Administration
Hourly Wage: \$11.98/Regular/Full-Time

Duties performed assist in carrying out the trust responsibility of the Yakama Nation Real Estate Services Program as stated in PL-638 Contract No. CTP11T122437, Scope of Work, 25 CFR and other applicable federal and tribal laws, regulations, resolutions and land use plans. As such, all documents become the property of the United States.

Knowledge, Skills and Abilities:

- Knowledge to become familiar with 25 CFR, 42 CFR, ILCA (Indian Land Consolidation Act), Indian Ag Bill, AIPRA (American Indian Probate Reform Act), etc.
- Ability to learn to read and locate legal descriptions on a map.
- Ability to become familiar with tribal programs or enterprises whose functions may be relative to trust real estate matters such as, i.e. Zoning, Department of Natural Resources, Wapato Irrigation Project, YN Land Enterprise, YN Credit, YN Water Code, Yakama Power and other offices affecting land use on the Yakama Reservation.
- Knowledge of appraisal process.
- Knowledge of general office procedures and principles.
- Knowledge of familiarity of Yakama Nation traditions, customs and practices.
- Ability to prepare documents and forms accurately.
- Ability to utilize a computer and a variety of software programs as well as other routine office equipment including copiers, scanners, faxes and calculators.
- Ability to read and follow instructions.

General Recruiting Indicators:

- High School Diploma or GED required AND documented satisfactory clerical experience in an office setting. Training relative to real estate services, Natural resources, cultural, or other land related field is desired but not required. OR,
- One year documented experience in trust real estate office.
- Pre-employment drug test required.
- Must possess a valid Washington state driver license and ability to obtain a tribal permit.

Special Requirements:

- Must pass an extensive background investigation required by the U.S. Bureau of Indian Affairs.