

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**

Announcement # 2019-232 Issue Date: 08-29-19 Closing Date: 09-12-19



**Operations Supervisor
Trust Real Estate Services
Department of Natural Resources
Hourly Wage: \$20.49/Regular/Full-Time/Supervisory**

Implements and enforces trust responsibilities of the Yakama Nation Real Estate Services Program pursuant to the PL-93-638 Contract, 25 Code of Federal Regulation (CFR), 43 CFR, applicable federal and tribal laws, regulations, resolutions, and land use plans.

Examples of Work Performed:

- Reviews and oversees encoding of lease and permit documents into the Trust Asset & Account Management System (TAAMS). This step is necessary to ensure correct billings are produced and distributed. Ensures ownership records coincide with lease data.
- Administers distribution of lease payments received in the Trust Fund Receivable (TFR Lock Box) and TAAMS systems. Reviews data in TAAMS to ensure that encumbrance information is correct allowing for distribution of lease payments received.
- Oversees preparation of program correspondence, timesheets, travel documents, personnel actions, purchase orders and vendor payments. Ensures all expenditures comply with contract requirements. Administers bookkeeping duties, prepares financial reports, contract and budget modifications. Assists in preparation of annual program budget.
- Reviews work assignment with staff on a regular basis to check progress and status. Provides specific written instructions and/or training for more difficult and complex assignments. Instruct Operations new employees on basic realty practices, techniques, and terminology and office policies.
- Coordinates and monitors services of the Land Titles & Records Office, TAAMS and the TFR/Lockbox system. Reviews corrections to titles in reference to lease payments and ensures proper documentation is provided to the Title Plant that result in correct landowners being paid.
- Maintains employee performance information for evaluation such as due dates, training, work quality and productivity, etc. Reviews this information with appropriate supervisor.
- Accesses TAAMS to review delinquents lease information and lease expiration dates to ensure that fair rental appraisals are requested for five (5) year rental reviews. Is responsible to ensure lease payments are recorded in office lease records. Reviews information with Operation staff.
- Reviews and oversees encoding of appraisal request into the Office of Appraisal Services Information System (OASIS) for the Leasing section.
- Coordinates leasing activity with Soil Moisture Conservation (SMC) Office, Zoning and other Department of Natural Resources programs. Maintains communication with other Bureau of Indian Affairs (BIA) and tribal Branches to coordinate land use activities.
- Responds to landowner inquiries and explains leasing requirements. Provides client services at the window.
- Provides assistance to draft surface and subsurface lease contracts, permits and other related tenure documents for trust and Public Domain land on the Yakama Reservation.
- Provides assistance to the Leasing Realty Specialist to prepare lease applications and sealed bids on tribal lands. Applications contain pertinent information of fair rental, current rent, number of times subject tract advertised, amount of previous bids and whether or not lands are developed. Review completed leases and permits prepared by Operation staff (Realty Clerks and Technicians). Scan approved leases & permits into the TAAMS system for recording.
- Oversees and directs preparation of use forms, initiates applicable contract, ascertains equity, consents and approvals. Review progress and status of leases, permits, billing statements and filings, and reports this information to the Lease Compliance Specialist accordingly.
- Coordinates preparation of quarterly and annual reports for the Bureau of Indian Affairs and General Council.
- Other duties as assigned.

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Knowledge, Skills and Abilities:

- Knowledge of 25 CFR, Congressional Acts, applicable statutes, and real property law pertaining to Yakama land involving leasing, rights-of-way, permits, appeal procedure, and heirship.
- Knowledge of tribal zoning requirements, tribal land use plans, road management, water resource plans and Soil, Moisture & Conservation (SMC) farm plan requirements.
- Knowledge of reading maps, title status reports, and appraisals.
- Knowledge of the Yakama Nation Personnel Policy Manual, Compensation Program Manual, Finance Manual, and Purchasing Manual.
- Knowledge of PL 93-638 compliances and requirements.
- Knowledge of the Privacy Act and Freedom of Information Act.
- Knowledge of supervisory and management practices and principles.
- Knowledge of Yakama Nation Traditions, customs, and practices.
- Skill in use of a computer, assorted software, and other standard office equipment.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively both orally and in writing.
- Ability to work under stress.
- Ability to organized, prioritize, and evaluate workflow and work progress.
- Ability to proofread.
- Ability to work independently and productively.

Minimum Requirements:

- Bachelor's Degree in Business Administration, Natural Resources, or related field.
- Three years of responsible work experience in trust real estate services.
- Required to pass pre-employment drug test.
- Required to pass criminal background check by BIA.
- Must possess a valid Washington State Driver's License with the ability to obtain a Yakama Nation Driving Permit.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.