

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**

Announcement # 2020-130 **Issue Date:** 09-09-20 **Closing Date:** 09-22-20



Probate Realty Specialist II
Trust Real Estate Services
Department of Natural Resources
Hourly Wage: \$19.51/Regular/Full-Time

All duties performed by employee are carrying out the trust responsibilities in the Trust Real Estate Services program, PL-93-638 Contract and 25 CFR, 43 CFR and other applicable federal and tribal laws, regulations, resolutions and land use plans. Yakama Agency Superintendent will encode all research for OHA-7 population with attachments for approval prior to submitting to the Office of Hearings and Appeals Administrative Law Judge. Specialist will process petitions for rehearing and reopening of probate cases or request for Title Transfer Order documents for approval by the Yakama Agency Superintendent to submit to the Office of Hearings and Appeals Law Judge.

The Realty Specialist II is a developmental position for providing the incumbent an opportunity to acquire the skills, knowledge and abilities to eventually assume the duties and responsibilities of a higher graded Realty Specialist. Employee is responsible for providing paralegal and realty research services necessary to determine the heirs of deceased Yakama landowners of trust or restricted lands and resources. Employee will process distribution documents to transfer title and monies to lawful heirs and verifies correct distribution of all trust assets based on decisions rendered by the Office of Hearings and Appeals. The work is administrative in nature and workload is heavy and frequently stressful and difficult.

Specialist will have to handle realty and probate matters using own initiative. This person will be trained in all phases of probate and general realty functions. Employee will provide assistance in research of family data, obtaining correct statistics about each potential heir, requesting current certified BIA/INV from Land Titles & Records offices in which decedent owned trust land. At times, may respond to routine questions regarding the probate process and routine questions about probate case status.

Knowledge, Skills and Abilities:

- Knowledge of 25 CFR and 43 CFR, federal and tribal laws, Indian Consolidation Act.
- Knowledge of American Indian Probate Reform Act.
- Knowledge of Yakama Inheritance Act of 1946.
- Knowledge of Yakama Treaty of 1855.
- Knowledge of all probate laws and codes that will affect cases.
- Knowledge of trust and personal probate process.
- Knowledge of reading, writing and platting legal descriptions, locating land or locations on maps.
- Knowledge of tribal offices affecting land use.
- Knowledge of appraisal process, requesting on OASIS and reviewing reports.
- Knowledge of general office procedures, filing and correspondences.
- Knowledge of Yakama Nation traditions, customs and practices.
- Skill in lease rental of leases due for payment verification of estates.
- Ability to communicate effectively both orally and in writing for explaining realty procedures to clients.
- Ability to meet with other employees in a respectful manner and occasionally with staff from other offices/agencies within the Bureau of Indian Affairs, Tribal offices, Tribal Enterprises, county offices, state offices, law firms and clients.
- Ability to use personal computer, hardware and a variety of software programs and other office equipment including copiers, printers, scanners, faxes and calculators.
- Ability to read and understand routine procedures to complete jobs.
- Ability to proofread; check for adherence to laws & policies to ensure accurate documents.
- Ability to work independently and productively with minimal supervision.
- Ability to set own priorities and problem solve within short periods.
- Ability to deal with difficult people in a professional manner.
- Ability to prioritize and manage workload and work under stress.

Minimum Requirements:

- Associate's Degree in Natural Resources, Business Administration or related field.
- Three years of documented satisfactory work experience in a comparable progressively realty position or field and realty training certificates.
- 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.
- Must be able to become a Notary within six months from date of hire.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.