

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
406.675.2700
PERSONNEL OFFICE FAX: 406.226.2562
CSKT Website: csktribes.org
E-mail: cory.clairmont@cskt.org**

******VACANCY ANNOUNCEMENT******

TITLE: Realty Technician/Training to Specialist

LOCATION: Tribal Lands Department - Pablo, MT.

SALARY: \$20.20 to \$23.22 per hour

CLOSING DATE: Thursday, August 8, 2024 at 5:30 p.m.

SPECIAL CONDITIONS:

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.**

DUTIES:

- Responsible for complying with Federal Law, Tribal ordinances and Tribal policies and procedures and Local Law.
- Assists with preparing land transactions insuring all documents required for land conversions are accurate and complete.
- Assists with the advertisement of prospective clients of title deficiencies, stipulations, regulations, procedural requirements or any other requirements associated to Land transactions.
- Assists with preparation of presentations to the Tribal Council concerning all land activities; advertisements; negotiated sales and cancelations, modifications or assignments.
- Assists with performing land record searches and data collection to prepare accurate and complete information on land transactions for Tribal decision makers.
- Assists with conducting field investigations of property proposed for conversion to trust status to determine possessor interest, improvements which may have liens attached to them, hazardous waste problems and other situations which would prevent the conversion from being completed.
- Assists with coordinating documents review and approval through Tribal lands and Legal departments and approving officials.
- Assists with managing prospective seller list and updates priority criteria as provided.
- Assists with reviewing outside lending organizations' mortgages on trust land to ensure document is complete as required.
- Assists with maintaining case files and disposes of expired files as prescribed by Federal law and other applicable policies.

- Assists with preparing documents with data entry into the TAAMS computer system.
- Manage and replies in a timely manner to all incoming correspondence and inquiries and maintains a record of contact for future reference or redirects customers in a professional courteous manner to appropriate programs or personnel with the Tribal Lands Department.
- Mails written communication on homesites the same day as the correspondence is signed and maintains "copy" in file.
- Produces reports or ensures that management reports can be generated for TLD Department for monitoring functional compliance areas.
- And other duties as required or assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION):

- Must have a High School Diploma or equivalent, with education or training in Realty or some other Land-related field.
- Possession of, or eligibility for, a valid Montana Motor Vehicle Operator's license and be insurable under the Tribe's Insurance Policy.
- Federal Background check for access to the BIA TAAMS (Trust Asset Accounting Management System) and be willing to attend all required trainings in the TAAMS system.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Some knowledge of land description and location techniques; some knowledge of land record filing systems used in the realty field; some knowledge of the legal documents used in Trust and Fee Simple Land Transfers.
- Ability to establish and maintain effective working relationships with other employees, other Agencies, and the general public.
- Ability to read, understand and apply formal documents such as contracts, deeds, mortgages, court orders; ability to work out of doors and alone as required.
- Skill in operating office equipment, including computers, scanners, calculators, and copy machines. Skill in excel for the reporting requirements of the position. High degree of skill in written and oral communication.

SUBMIT:

1. Completed Tribal employment application. (Resumes may be submitted but may not replace or supplement the official Tribal application).
2. Copies of relevant academic transcript/training certificate.
3. Copy of a current valid driver's license.
4. Proof of enrollment from a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted

SUBMIT ALL OF THE ABOVE TO:

Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1040.

FOR MORE INFORMATION:

Contact: Holly Hitchcock, Right of Way/Acquisition Tech, at 406-675-2700 Ext. 1265