

Iowa Tribe of Oklahoma Vacancy Announcement

Position: Realty Specialist
Position Number: 5588
Department: Realty
Location: Complex
Issuing Date: November 21, 2011
Closing Date: Until Filled



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Equal Employment Opportunity Statement

The Iowa Tribe of Oklahoma does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

SUMMARY

The position is located at a centralized realty office of the Iowa Tribe of Oklahoma trust property. The incumbent is the realty specialist and whose primary duties are to perform work in one or more of the following functions: (1) acquisition of real property; (2) management of real property in (3) disposal of real property. In consultation with the supervisor, the realty specialist develops priorities, deadlines, and project assignments. The supervisor considers the work technically authoritative and normally accepts results without significant change. Recommendations are evaluated in terms of availability of funds and other resources, broad program goals, impact on the real estate market in the area involved, or Iowa Tribal priorities. The incumbent reports directly to the Realty Manager. The Realty Manager defines the objectives, priorities, and deadlines of assignments and assists employee(s) with situations that have no clear precedents.

DUTIES AND RESPONSIBILITIES

- Plan and complete routine real estate transactions and property management activities such as investigate and analyze a wide variety of problems and questions; to arrive at solutions, provide guidance on real estate principles, regulations, practices, methods and techniques, and recommend modified policies.
- Provide advice on beautification programs.
- Informally estimate the value of subject properties; negotiate or renegotiate terms and conditions of acquisitions; and make inspections to determine that work conforms to specifications and terms of agreements.
- Prepare and execute, or secure execution of appropriate documents or instruments to complete acquisitions.
- Identify unauthorized use of Iowa Tribal or Federally controlled property and resolve problems resulting from encroachments and trespass onto property, including referring disputes for court actions.
- Conduct extensive inventories, utilization surveys, or compliance inspections of Iowa owned property.
- Manage forests located on civil works projects which may involve conducting forest inventories, identifying stands of trees, interpret data and developing long-range plans that meet the needs of multiple uses for the project.
- Carry out long and short range plans for overseeing substantial geographic areas with an extensive population; typically a broad range of transactions; large inventories of Iowa Tribal owned property with multiple tenants.

- Plan and carry out successive steps and handles problems and deviations in work assignments in accordance with instructions, policies, previous training, or accepted real estate and/or contracting practices.

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge or use of computers and automated systems supplements or replace time-consuming tasks typically associated with realty work; and must have the working knowledge to use and apply more than one automated system such as Excel and Word applications.
- General knowledge of commonly applied real estate principles, rules, regulations, and practices; and a general understanding of real estate markets to manage Federally controlled or Indian-owned property involving common or familiar uses, limited changes in client needs, and routine contractual problems to resolve.
- Working knowledge of Federal Trust principles, rules, regulations, and practices.
- Knowledge of appraisal principles and practices to informally estimate value of property, typically using market data approach where there are numerous comparable properties, easily resolved questions of ownership, and few or no encumbrances.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must pass pre-employment drug test.

EDUCATION and/or EXPERIENCE

The applicant must have a high school or equivalent certification of education. Preference will be given to those with experience in farming or real estate. Candidate should possess a familiarity with computers with preference given to those with a working knowledge of MS Excel, MS Word and MS Access.

Must possess good interpersonal skills and maintain strict confidentiality and ethical standards. Must be culturally sensitive in working with Native American Individuals/Tribes.

PHYSICAL DEMANDS

Work requires some physical exertion involved in frequent onsite visits to project locations to conduct inspections of housing facilities, buildings, or grounds. It may require bending, walking, standing while inspecting or carrying light objects such as floor plans, sales or contract file folders, computer reports, or digests of sales. The individual must be able to lift up to 15 pounds.

WORK ENVIRONMENT

The work environment is relaxed but stressful at times when deadlines must be met with little notice. Work is generally sedentary in nature, but may require bending, standing and walking. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CONDITIONS OF EMPLOYMENT:

The Iowa Tribe of Oklahoma operates a drug-free workplace. The selected applicant must submit to and pass applicable drug test, maintain a valid driver's license, and pass a BIA background check..