

Iowa Tribe of Oklahoma

Vacancy Announcement

Position: Realty Trainee

Position Status: Part-Time

Position Number: 4528

Department: Government Services

Location: Complex, Perkins, OK

Issuing Date: February 24 2010

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:

This position is under the direct supervision of the Realty Specialist and Realty Manager. The realty specialist trainee will be responsible for observing and learning a wide range of realty programs dealing with trust property. The incumbent's primary duties are to assist and learn from the Realty Specialist while performing work in the following functions: 1) acquisition and disposal of real property; (2) tenure and management of real property; (3) appraisals of real property; (4) Rights-of-way and administration of Federally-owned, Indian-owned, leased, or consigned property.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- The realty specialist trainee will assist in preparation and execution of appropriate documents or legal instruments to complete realty functions.
- Work involves assisting and learning routine real estate transactions and property management activities, including surveys, lease compliance and realty inspections.

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.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. 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 and maintain a valid driver's license.