

Iowa Tribe of Oklahoma
Vacancy Announcement

Position: Administrative
Assistant/Realty Probate Clerk
Position Number: 4529
Department: Government Services
Location: Tribal Complex
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 Manager. The Probate Specialist is responsible for the essential functions involving Indian probate cases and trust or restricted Indian real property. The work is characterized as administrative in nature and requires a comprehensive working knowledge of the probate process, procedures, practices and principles, and the ability to exercise independent judgment in the performance of the duties required.

This person will be responsible for assisting with a wide range of realty programs; Acquisition and Disposal, Appraisals, Agricultural Resources, Real Property, Tenure and Management, Right-of-Ways and other special projects as assigned. The incumbent will perform routine office activities necessary to facilitate the goals and objectives of the Realty, Probate and Appraisal Programs.

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

- Maintains realty records and files concerning probate.
- Consults with Bureau of Indian Affairs attorney advisors and Administrative Law Judges in the Office of Hearing and Appeals.
- Examines legal documents for the purpose of ascertaining ownership status of lands and resources held in trust or restricted status and to ensure the accuracy of legal descriptions.
- Researches land titles and prepares an inventory of real property in Indian estates.
- Maintains administrative records and data tracking probate proceedings.
- Compiles and does preparation of property inventories and family histories for deceased Indian owners. Process paperwork for claims against estates.
- Assists in the probate of estate process when appropriate.
- Maintains files containing executed testamentary documents and statistical records on estate matters.
- Assist the Realty Manager and Realty Specialist and Probate Specialist to ensure property oversight of activities including grant reporting in accordance with pertinent Federal guidelines and Tribal policy and procedure.

- Incumbent is responsible Department-Wide Outlook Scheduling for calendaring, tracking and following up on Realty, probate and government services related projects, oil and gas sales, farming and grazing leases, and assist in the paperwork required in the acquisition and/or disposal of real estate as directed the Realty Manager.
- Performs general office duties; set up and maintain files; update Microsoft Access databases and Excel spreadsheet software.
- Maintain realty, probate and government services programs.
- Verify calculations for accuracy or compute totals, sub-totals, percentages, averages and balances following standard regulations and guidelines as maybe assigned by the Realty Manager.
- Generally, compose and draft correspondence of routine nature based on oral or written instruction; responsible for files and permanent records.
- Act as receptionist, answers telephone, make appropriate referrals to other persons and other departments.
- Assists in ordering supplies, maintaining inventories and preparing reports to Tribal Government, Federal agencies and other agencies as required.
- Attends meetings and seminars when appropriate and as needed.

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.

EDUCATION and/or EXPERIENCE

Preference will be given to applicants who possess a high school diploma or its equivalent and two years of experience; must have knowledge of real estate and legal descriptions. Knowledge of Federal and Indian Law is preferred. Must be able to type and possess computer skills with preference given to those familiar with Microsoft Office, specifically MS Access and Excel. Excellent written and verbal communication skills, including grammatical excellence and attention to detail. Must possess good Interpersonal skills and when dealing with the Tribal members and maintain strict confidentiality and ethical standards. Must be culturally sensitive in working with Indian Tribes.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work requires some physical exertion involved in frequent onsite visits to project locations to conduct inspections of grounds. It may require bending, walking, standing while inspecting or carrying light objects such as floor plans, contract file folders, computer reports, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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. Additionally, selected individual must be bondable and able to pass background check.

