



MESCALERO APACHE TRIBE

JOB ANNOUNCEMENT

Position Title: Realty Specialist
Department: Division of Resource Management & Protection (DRMP)
Employment Status: Exempt (E3)
Opening Date: February 8, 2024 **Closing Date:** **Open until filled**

Job Summary

The Mescalero Apache Tribe has contracted the Bureau of Indian Affairs, Mescalero Agency, Branch of Natural Resource functions, through Public Law 93-638. This includes the Realty Program. The Realty Specialist position will be directly supervised by the Tribal Land Records Manager of the Division of Resource Management and Protection. The Realty Specialist will assist the Tribe to protect and maintain the integrity of trust land and resources.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Develop and maintain a Tribal realty program according to established Tribal goals and objectives and in compliance with applicable laws, regulations, ordinances and regulatory agencies.
- Responsible for authorizing and monitoring land/building leases, rights-of-way, fee to trust land acquisitions, mortgages, and processing associated land assignment documentation on Tribal lands, as requested.
- Incumbent will be required to obtain access to BIA Trust Assets Accounting Management System (TAAMS).
- Will be required to use Global Positioning System (GPS) units on a regular basis to map project locations and identify attributes. Will upload GPS data to maintain Tribal database on program activities.
- Work will be coordinated with the Tribal Land Office and with appropriate Bureau of Indian Affairs (BIA), Southwest Regional Office (SWRO) Realty staff.
- Will assist the Tribal Land Records Manager with environmental review components geared toward determining potential floodplain and drainage impacts to areas proposed for development by the Tribe.
- Will develop zoning criteria appropriate and specific to use on the Mescalero Apache Reservation.
- Provides technical assistance to DRMP program staff, other departments/agencies, committees, groups and community members on programs and projects.
- Keeps leadership and other departments informed of status of activities by attending meetings and presenting/submitting reports.
- Prepares information and educational programs regarding the program to include promotional materials, newsletters, and special events.
- Attends seminars, conferences, workshops, courses and other training required to stay abreast of new realty regulations, to gain knowledge about floodplains and assist with development of Tribal zoning guidelines.
- Ensures that all safety and compliance requirements are met.
- Performs other duties as assigned for the Tribal Land Office.

Minimum Qualifications

- Bachelor's degree in Business or closely related field with minimum of 1 year of experience working in a Realty Management position is required, OR a minimum of 3 years' substantive experience working in Realty Management or natural resources field can substitute for the educational requirement.
- Must be able to work in an interdisciplinary team environment, with professional, technical staff interacting closely.
- Must possess valid State driver's license and meet Tribal insurance standards, since Realty Specialist will be required to travel independently to various project areas, as well as attend meetings and training sessions.
- Must be proficient in use of various computer software programs. Good working knowledge using Global Positioning System (GPS) technology is required.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.
- Selection will comply with "Tribal Preference Hiring" Ordinance 06-02.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of the principles of realty management.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in statistical compilation and analysis.
- Skill in use and application of Global Positioning System (GPS) units and topographic maps, in general.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to communicate effectively both verbally and in writing.
- Ability to work independently with minimal supervision.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to accomplish tasks within strict deadlines.
- Ability to maintain confidentiality regarding realty transactions.

Physical Demands

While performing the duties of this job, the employee regularly is required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl; and talk or hear. The employee occasionally is required to climb or balance; and smell. The employee must lift and/or move up to 25 pounds.

Work Environment:

Work is generally performed both in an indoor setting with a moderate to high noise level and outdoors where exposure to natural weather conditions and various dusts and mists may occur. Standing and walking may be on uneven surfaces or unstable ground. Situations where work boots, safety goggles, gloves, protective face shields, hardhats or other applicable Personal Protective Equipment (PPE) are needed may occur. Exposure to chemicals, hazardous materials, slippery surfaces, and noise may occur while performing duties.