

**Probate Tech 1 (Temporary) #2021-52 (STROUD)** provides assignments, determines objectives and deadlines, assists in carrying out the functions and activities of the Probate portion of the Program and other miscellaneous realty land management activities. This position is temporary during the COVID response and carries out assignments as established by applicable Federal Regulations or Tribal Law. Conducts research and retrieves specific information needed from archives/original allotment/tribal records, historical and legal records from various county courthouses and other entities. Interpretation and application of title status reports, including researching documents, probates, and records for ownership accuracy. Gathers and prepares probate data for estate management, which includes but may not be limited to attaining family history, heir ship, last will and testament and personal information from files, archives, vital records, court documents, reports, etc. Obtains, prepares, and analyzes the inventory of the estate for accuracy. Reviews all documents and records for completeness, correctness, consistency, compliance, and authenticity. Interprets probate laws, regulations, policies to specific issues. Research genealogical records for potential heirs. Immediate notification of the BIA on deaths of IIM account owners. Completes necessary forms for submission to the Administrative Law Judge for review/approval, etc. of potential heirs. Issues identification numbers to new heirs and transmits information to LTRO and OTFM for recording. Gather information for the development of testator and testatrix. Consults with landowners on estate planning/management. Maintains files and inventory of all wills. Knowledge of realty property conveyance instrument terminology. Knowledge of relevant federal laws, including Land Consolidation Act, National Environmental Policy Act, National Historic Preservation Act, American Indian Probate Reform Act, and other legislation relating to trust lands. Ability to interpret and apply Code of Federal Regulations. Knowledge of appraisals, forestry, soil conversation and farm plans related to impact on realty activities. Ability to interpret legal descriptions, aerial photographs, plats, tract maps, courthouse records, deed documents, and other real property documents. Knowledge of Privacy Act related to information of a personal nature of landowners. Bachelor of Science Degree or equivalent combination of education and experience in related field, i.e. familiar with land issues and concerns pertaining to Native Americans, or any combination of education or experience in related field. Must be familiar with land issues and concerns pertaining to Native Americans.