

Realty Clerk (Temporary) #2021-51 (STROUD) provides assignments, determines objectives and deadlines, assists in carrying out the functions and activities 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. Taking incoming telephone calls; answering general questions; determining nature of call and transferring to Tech, Specialist or Director. Prepare outgoing correspondence for signature of Technicians, Specialists, and Director. Assists Realty Specialist with annual Farming and Grazing bid sale mail out and auction. Researching documents, probates, and records to assist Realty Specialist in determining ownership accuracy. Assists in maintaining the obligation control register for the Tribal Realty, Compact Realty, Tribal Oil and Gas Enterprise, and Land Accounts. Assists Realty Specialists with areas of responsibility including: Land acquisition and disposal transactions for fee to trust, Gift Conveyances, Partition, Land Sale, Patents in Fee of land parcels, Probate, Business leasing, Housing leasing, Farming and Grazing leasing, Oil and Gas leasing, Permits, Grants of Easement, encoding and interest ownership in accordance with Federal Regulations or Tribal Law. Knowledge of basic office/clerical procedures. Ability to learn, interpret and apply Code of Federal Regulations. Knowledge of Privacy Act related to information of a personal nature of landowners. Must be willing to travel. General Office/Clerical experience. Prefer experience in real property management. General working knowledge of the Real Property Management Program. Be familiar with land issues and concerns pertaining to Native Americans.