Position: Temporary ARPA Realty Clerk

Department: Realty

Supervisor: Realty Director

Supervises: No One

FLSA Status: Non-Exempt

**Position Summary:**

Under the supervision of the Realty Director who provides assignments, determines objectives and deadlines. Position clerically assists in carrying out the functions and activities of the Program. This position is temporary during the COVID response and carries out assignments as established by applicable Federal Regulations or Tribal Law.

**Duties and Responsibilities:**

1. Filing.
2. Preparing outgoing and documenting incoming mail.
3. Copying and filing office copies of documents sent out.
4. Taking incoming telephone calls: answering general questions; determining nature of call and transferring to Tech, Specialist or Director.
5. Prepare outgoing correspondence for signature of Technicians, Specialist, and Director.
6. Assist Realty Specialist(s) with Farming and Grazing, Oil and Gas, Probate, and Acquisitions and Disposals as necessary.
7. Researching documents and records to assist Realty Specialist.
8. Maintains records in compliance with federal regulations and records management requirements.
9. Possess ability to assist Specialists with fieldwork as needed and/or assigned.
10. Performs other duties as assigned related to the SFN realty program.

**Knowledge, Skills, and Abilities:**

1. Knowledge of basic office/clerical procedures.
2. Skills and the ability in communication both orally and in writing.
3. Knowledge and skills to manipulate automated computerized system (software/hardware).
4. Knowledge of Privacy Act related to information of a personal nature of landowners.
5. Must be willing to travel.

**Education and Experience:**

1. High School diploma or equivalent.
2. General Office/Clerical experience.
3. Be familiar with land issues and concerns pertaining to Native Americans.

**Requirements:**

1. Must have a valid Oklahoma Driver’s License.
2. Must be insurable.
3. Must be able to pass a pre-employment drug screen, background check, and physical.
4. Must be able to lift up to 20 pounds.
5. Must be able to sit for long periods of time.

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Employee’s Signature Date

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Supervisor’s Signature Date