



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
slthr@spiritlakenation.com

Job Title:

Realty Assistant

Open Date:

November 15, 2017

Position Objective: Applicant will perform office support for the Spirit Lake Tribal Realty Department.

Major Duties & Responsibilities

- Will keep a current account of expenditures and keep the Tribal Realty Director informed of the current status of funds.
- Incumbent will assist at some time with the recording of Deeds at the county office for the Spirit Lake Tribe.
- Answer telephones and take messages; distribute incoming mail; operate scanners, and photocopiers; create documents, spreadsheets and presentations; complete expense reports and other accounting forms; and answer routine inquiries from clients.
- Incumbent will prepare land sale applications, leases, this involves searching various realty records as to land status, land ownership, heirship status, Tribal records and other information that is not a matter of record in the branch.
- Incumbent will have Branch responsibility to assure accuracy of data.
- Will prepare requisitions, travel vouchers, purchase orders, and be responsible for ordering all office supplies.
- Administrative assistant sometimes performs duties related to property management. These duties include collecting and recording rent payments, creating work orders for maintenance technicians or building supervisors, scheduling tours for prospective tenants, paying utility bills and other property expenses, photocopying lease agreements and forwarding tenant complaints to the property manager. If it becomes necessary to evict a tenant for a lease violation, the assistant may help prepare the eviction paperwork.

Qualifications, experience, and education required:

- High school diploma or GED equivalency.
- Any equivalent combinations of experience and training which provides knowledge and abilities necessary to perform job duties.
- A general knowledge of Tribal Constitution and By-Laws and Federal 25 CFR.
- Skill in operating and working with word processor, computer or computer terminal, style keyboard with additional function keys, to produce work accurately and efficiently. Also skill in operating related equipment, such as printer is required.
- Knowledge of grammar, spelling, capitalization, punctuation, and terminology commonly used in office settings to prepare material correctly from handwritten drafts, formats, and distribution and retention policies for the correspondence or reports produced.
- Skill in reading land descriptions and determining heir interest on land ownership.

- Guidelines utilized in performing the work load include the Code of Federal Regulations, the Bureau of Indian Affairs Manual 55, appropriate Tribal Resolutions, and directives and instructions issued by supervisor.
- The work consists of complex substantive clerical transactions which involves widely varying procedures and steps performed in any of a wide variety of sequences. The nature and variety of assignments is such that the determination of what steps and procedures are necessary and the sequences of their performance is a major factor in the work.
- Personal contacts are with co-workers, permittee, leases, individual landowners, and others requesting services from this office.
- Excellent computer skills are essential in this position, as real estate administrative assistants use property management software, word processing programs, spreadsheets, presentation software and graphic design programs. Because this position may require the creation of brochures of fliers to showcase available properties, good writing skills are also important. A real estate administrative assistant should also have strong organizational skills, especially when performing property management duties for a company that manages hundreds of units. Good organizational skills make it easier to track rent payments, document communication with tenants, record property-related expenses and perform other related duties.
- Must possess a valid ND Driver's license with proof of insurance.

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| Job Role: | Clerical | Department | Realty |
| | | Closing Date: | November 22, 2017 |
| Status | Full-Time | Supervision | Tribal Realty Director |
| Hourly Salary Range: | \$18.00 | Manages Others: | N/A |
| Number of Vacancies: | one | Classification: Exempt/Non-exempt | Non-exempt |

Please Send Application to:

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|-----------------|---------------------------------|-------------------------|----------------------------|
| Name: | Spirit Lake Human Resource Dept | Email: | slthr@spiritlakenation.com |
| Address: | P.O. Box 97 | State | North Dakota |
| City: | Fort Totten, North Dakota | Zip/Postal Code: | 58335 |
| Phone: | 701-766-1203 or 701-766-1215 | Fax: | 701-766-1272 |

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| Application Procedure | Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing. |
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