

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2020-079      **Issue Date:** 03-17-20      **Closing Date:** 03-30-20

**Realty Specialist II-Fish & Wildlife**  
**Wildlife**  
**Department of Natural Resources**  
**Hourly Wage: \$19.51/Regular/Full-Time**

Employee is responsible for planning, coordinating, and implementing the process of securing portions of lands for the Yakama Nation Wetlands Riparian Restoration Project. This is a position that involves coordination with YN Tribal Council Committees, YN Fish and Wildlife Program, YN Land Enterprise, Tribal Trust Real Estate Services, individual landowners, Bureau of Indian Affairs, Land Services Division and other governmental agencies. Work involves the purchase or leasing of properties for inclusion in the YN Fish and Wildlife Restoration Projects.

**Examples of Work Performed:**

- Coordinates and implements all paperwork to lease lands for restoration. This includes leases on individual allotments, agreements on Tribal Land Enterprise land and is required with appropriate landowners, Tribal Council, Land Enterprise, BIA, and Trust Real Estate Services personnel.
- Prepares and coordinates necessary paperwork for land purchases involving allotments and fee lands.
- Coordinates the process, contacts, paperwork, and approvals to convert fee land purchases into trust status.
- Development and implementation of a data management system to administer and facilitate realty transactions for restoration projects and organizing properties, landowner information, payment dates, lease renewal dates and irrigation information.
- Coordinates and manages information on share cropping activities required on certain properties including developing, monitoring cropping subleases and cattle management agreements.
- Provides assistance in all aspects of the restoration project involving land, realty issues and may include right-of-way and boundary survey issues.
- Assists in other aspects of realty matters.

**Knowledge, Skills and Abilities:**

- Knowledge of Yakama Nation, BIA land purchase and leasing policies and procedures.
- Knowledge of Special Acts of Congress, Bureau of Indian Affairs Manual, statutes, laws, and federal/tribal regulations applicable to Yakama trust lands.
- Knowledge of 25 Code of Federal Regulations (CFR) relative to leasing, permits, easements, acquisitions, disposal fee to trust, trust to fee conveyance of Native lands.
- Knowledge of 43 Code of Federal Regulations (CFR) and American Indian Probate Reform Act.
- Knowledge of the Wetland/Riparian Restoration Project and implementation process.
- Knowledge of YN tribal administrative procedures and policies.
- Skills in use of computer and assorted software.
- Ability to apply general math principles in daily work assignments.
- Ability to use policies and procedures of the U.S Department of Interior, BIA, Portland Regional Office, Tribal Laws & Resolutions, and Federal/State laws relative to trust real estate management of Native lands.
- Ability to read, understand, and prepare legal land descriptions (township/range) and title status reports.
- Ability to coordinate and interact on projects with Geographic Information Systems (GIS) personnel as needed.
- Ability to communicate effectively both orally and in writing.
- Ability to apply computer graphics and text programs in development of land use plans and proposals.
- Ability to work independently and productively with minimal supervision.

**Minimum Requirements:**

- Bachelor's Degree in Business, Accounting or related field.
- Two years of experience in Office Management, Basic Accounting or related field.
- Required to pass pre-employment drug test.
- Must possess a valid Washington State Driver's License with the ability to obtain a Yakama Nation Driving permit.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.