

Sisseton-Wahpeton Oyate

Job Description

Job Title: Land Acquisition Specialist

Reports to: Tribal Realty Manager

SUMMARY:

The position is located in the Tribal Realty Department. This position provides assistance to land owners, other realty staff and the public on land acquisitions, land purchases, land exchanges, partitions and Fee to Trust Transaction for the Sisseton-Wahpeton Oyate.

This position will follow 25 CFR parts 151 and 152 on land acquisitions and become familiar with the Land Acquisition Law P.L. 93-491, dated October 26, 1974 and the Inheritance Law, P.L. 98-513, dated October 19, 1984 specifically designated for the Sisseton-Wahpeton Oyate.

This position will be under the direct supervision of the Realty Manager.

DUTIES AND RESPONSIBILITIES:

Review all land transaction to provide assistance in the processing of gift deeds, fee patents, trust patents, partitions, deeds, correction deeds, affidavits and other requests.

Responsible for encoding legal descriptions and acreage of all SWO lands into the TribeVue Land Module software application system. Compiles and maintains Sisseton-Wahpeton tribally owned land inventory and includes acquisition date, value, and use. Prepare Land Purchasing reports for Audit Review. Responsible for entering all land purchases, sales, and exchange information into the Realty's Tribal VUE program system. Update and Upload land maps and confidential information.

Responsible for maintaining and encoding land base information (Allotment number, Allotment Name; Legal description, Original Acreage, Land Usage, Township, County, Lessee, Lease Expiration Date and Cost) in database for the purpose of keeping current land purchasing reports for Audit Reviews.

Reviews appraisals to determine whether appraisal principles, techniques and procedures are used properly by staff appraisers and fee appraisers, and whether appraisals conform to federal laws and regulations. Provides advice and assistance to client agency and third party appraisers, contracts outside, independent appraisers in the business process of obtaining appraisals for all types of uses

Research the legal status of all trust lands on the Lake Traverse Reservation, ownership interest, description of right-of-ways and easements for each parcel of subject property being reviewed for purchase. Examine legal documents for the purpose of ascertaining ownership interest. Obtain TAAMS (Trust Asset Accounting Management System) access for research and processing of land purchases, sales and exchanges.

Prepare land proposals for the legal review of potential land purchases. Prepares legal documents for land transactions. Ensures the accuracy of legal descriptions and the research of land title to be true and correct. Responsible to record legal documents at perspective register of deeds office.

Responsible for establishing and organizing the office land acquisition files and /or any other files that relates to the work of the branch in land acquisition. Maintain files according to established internal guidelines, office policy and Privacy Act. Files new material and removes old materials and files the material in the appropriate location.

The employee communicates with land owners on the processes of land sales, land exchanges and land purchases following P.L. 93-491 and 25 CFR (Indians).

Uses own initiative in preparing letters to clients explaining the process of a land sale or any other questions the clients may have about Tribal realty's role.

Maintain the appraisal Request Log for MOU 638 contract. Performs desk appraisals on all land sale applicants whose undivided interests are LESS that .05 percent. Submits appraisal requests to the contractor on all undivided fractions that are OVER .051 percent and 100% tribally owned. When requested by BIA personnel that an appraisal is needed, submit that request to the contractor for an appraisal.

The employee will work with the BIA on the Tribe's request to partition lands in which the Tribe holds majority interests and is justified as to why the partition and not out-right purchase of the other owners cannot be accomplished following P.L. 98- 513.

Works with lease compliance officer or BIA lease compliance personnel on the survey lines on a partition request, making sure the remaining owners have adequate access to their partitioned parcel. May involve GIS department also.

Prepares Warranty Deeds on Fee land transaction of the Tribe when the Tribe wants to sell off those Fee lands or buildings.

Assist with updating and carrying out the Sisseton-Wahpeton Oyate Land Acquisition Policy as directed by the manager. Develops new procedures or updates existing office procedures on the various land transactions that are within Tribal Realty Office.

As directed by the manager prepares reports and documents for meetings with BIA, RPC, THPO, Tribal Council and General Council. This will require assistance from other areas such as leasing data, home site data and lease compliance data besides land transaction data.

Assist with duties in different areas of the Tribal Realty Department, such as the leasing area when asked. Assist with duties with the home site leasing area on sale of home site lands.

Assists the Realty Manager in resolving problems arising on Tribal Lands by researching the issue.

QUALIFICATION REQUIREMENTS

Customer service skills and the ability to communicate directly and diplomatically with the clientele, co-workers and general public.

Able to pay attention to detail.

General Knowledge of 25 CFR (Indians) parts 2, 151, 152, 162 and the Tribe's Public Laws.

Has the ability to set up a filing system that is easy to follow and able to find files readily.

EDUCATION and/or EXPERIENCE

2-year degree in Business Administration, Accounting, Bookkeeping or Natural Resources.

And/or BIA or other realty related experience.

Good written and verbal communications skills. Ability in presenting reports and training others.

Computer proficiency in Word and Excel.

Ability to organize and maintain a filing system within the department.

Approved _____ Date _____