

Sisseton Wahpeton Oyate

Job Description

Job Title: Agricultural Leasing Specialist

Reports to: Realty Manager

Wage: Depends on Experience

Summary:

The position is located in the Branch of Real Estate Services, Sisseton-Wahpeton Oyate and works under the direct supervision of the Realty Manager. The employee is the Agricultural Leasing Specialist within the branch.

The incumbent of this realty position will ensure that leases, easements and/or right of ways as determined by the tribal realty manager has met the terms and conditions of the contract.

Duties and Responsibilities:

Receives visitors and telephone calls to the office that pertains to leasing of the land.

Responsible for establishing and organizing the office lease files and /or any other files that relates to the work of the branch in leasing. 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.

Performs job related duties in leasing, and duties as assigned by the supervisor, such as following a lease cycle and identifies lands available for lease from expiring leases or through review of idle land reports. Prepares the bid advertisement of agricultural tracts of land on those leases that have expired and those that will expire. Prepare year end revenue report. This will show current year to date collections, and balances. Oversees tracking and completion of negotiated land leases. Request rental reviews, organized lease file and set up appointments for lease negotiations.

Must be able to read and write land descriptions and be familiar with fair market rental values according to land classes and land usage, and to type the necessary documents.

Gathers all the information from the lease file, such as rental reviews, bid sheet data, Natural Resources recommendation if any, legal description of the land and prepares the lease document for approval.

After the lease is approved by Chairman, sends completed lease to BIA for approval and recording. When the lease comes back from the BIA, posts the lease documents to the lessee's card and posts leases to the allotment cards. Provide copies to Farm Service Agency for Lease verification.

Receives and documents complaints on land management compliance issues. Sends complaints to Compliance Officer for follow up and they will evaluate the compliance issues and corrective actions. Takes appropriate corrective action in response to violations (cancellation, penalties, reclamation, etc.)

Prepares Invoice on each lease and mails to the respective operator of the land once a year. Must know billing and collection procedures and have an accountability document in place for incoming lease payments. Process payments according to Accounting Manual and Internal Controls. Provide updated invoice and collection log for year to date revenue report.

Responsible for entering all agriculture lease information into the Realty's Tribal VUE program system. Update and Upload land maps and lease payments. Posting the lessee documents to the appropriate care files.

Responsible for creation of Idle Land Report to determine unused land. Land will be advertised for bid or used for home sites after a site review has been completed by lease compliance.

Assists with the updating policies regarding leasing, home site and use permit. Be knowledgeable of the policies and procedures for home sites leases. Assists with the development of home sites projects.

Incumbent will handle any other duties as directed by the Realty Manager.

Knowledge Required by the Position:

Must have research skills to search records to obtain information and gather data needed to resolve issues.

Understand 25 CFR Part 162 Subpart B Agriculture Leases and all policies and procedures relating to trust assets of the Sisseton-Wahpeton Oyate.

Reads land maps of definite locations, plats, surveys and has a basic knowledge of land boundary descriptions.

Communicates and works with clients to assess their needs and is committed to providing quality services.

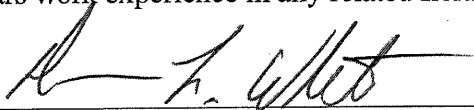
Stores, organizes and maintains multiple formats for storing data as to the land use, lessees, land descriptions and payment data.

The supervisor defines the objectives, priorities and deadlines of assignment, and provides assistance to the incumbent with situations that do not have clear precedent. The supervisor will provide guidance on unusual situations, resolving conflicting needs or handling uncooperative contacts.

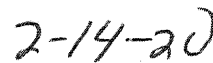
Education and Experience Requirements:

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

5+ years work experience in any related field.



Approved by



Date