

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2020-131 **Issue Date:** 09-09-20 **Closing Date:** 09-22-20

Probate Realty Specialist I
Trust Real Estate Services
Department of Natural Resources
Hourly Wage: \$13.21/Regular/Full-Time

All duties performed by employee are carrying out the trust responsibilities in the Trust Real Estate Services Program, PL-93-638 Contract and 25 CFR, 43 CFR and other applicable federal and tribal laws, regulations, resolutions and land use plans. Yakama Agency Superintendent will encode all research for OHA-7 population with attachments for approval prior to submitting to the Office of Hearings and Appeals Administrative Law Judge. Realty Specialist I will process petitions for rehearing and reopening of probate cases or request for Title Transfer Order documents for approval by the Yakama Agency Superintendent to submit to the Office, Hearings, and Appeals Law Judge.

The Realty Specialist I is a developmental position for providing the incumbent an opportunity to acquire the knowledge, skill and abilities. The incumbent will work under the supervision of the Realty Specialist III – Probate and receive progressively broader and more difficult developmental assignments in accordance with the individual's development plan as developed with his/her supervisor. The supervisor will outline objectives and provide specific instructions of overall job assignments. Completed assignments will be reviewed for adherence to instructions.

Employee is responsible for providing paralegal and realty research services necessary to determine the heirs of deceased Yakama Indian landowners of trust or restricted lands and resources. Employee will process distribution documents to transfer title and monies to lawful heirs and verifies correct distribution of all trust assets based on decisions rendered by the Office of Hearings and Appeals. The work is administrative in nature and workload is heavy and frequently stressful and difficult.

Employee will take initiative to be responsible for the completeness, technical and legal sufficiency of all types of transactions and documents. The supervisor will check some completed assignments.

Specialist will have to handle realty and probate matters using own initiative. This person will be trained in all phases of probate and general realty functions. Employee will provide assistance in research of family data, obtaining correct statistics about each potential heir, requesting current certified BIA/INV from Land Titles & Records offices in which decedent owned trust land. At times, may respond to routine questions regarding the probate process and routine questions about probate case status.

Knowledge, Skills and Abilities:

- Knowledge of 25 CFR, 43 CFR, federal and tribal laws, Indian Land Consolidation Act.
- Knowledge of American Indian Probate Reform Act.
- Knowledge of Yakama Inheritance Act of 1946.
- Knowledge of Yakama Treaty 1855.
- Knowledge of all probate laws and codes, which will affect cases.
- Knowledge of trust and personal probate process.
- Knowledge of reading, writing and platting legal descriptions, locating land or locations on maps.
- Knowledge of tribal offices affecting land use.
- Knowledge or appraisal process, requesting on OASIS, reviewing reports.
- Knowledge of general office procedures, filing & correspondence.
- Knowledge of Yakama Nation traditions, customs and practices.
- Skill in lease rental of leases due for payment verification of estates.
- Ability to communicate effectively both orally and in writing.
- Skills in personal computer, hardware, and a variety of software programs, and other office equipment including copiers, printers, scanners, faxes and calculators.
- Ability to meet and deal with other employees of this branch in respectful, cordial, prompt manner and occasionally with staff from other offices/agencies within the Bureau of Indian Affairs, Tribal offices, Tribal Enterprises, county offices, state offices, law firms and clients.
- Ability to read and understand routine procedures to complete jobs.
- Ability to proof read, check for adherence to laws & policies, to insure accurate documents.
- Ability to work independently and on own initiative productively.
- Ability to plan and to set own priorities.
- Ability to work under stress and on deadlines.

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- Ability to problem solve within short periods and work with difficult people.
- Ability to prioritize, manage workload and work under stress.

Minimum Requirements:

- Associates Degree in Natural Resources, Business Administration or related field.
- One-year experience in Office Management, Business Administration or related field.
- Must be able to become a Notary within six months from date of hire.
- 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.
- Must receive "favorable screening" from the BIA Security Clearance investigation for access to trust asset data within probationary period. Failure to meet this requirement is grounds for termination.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.