



**Job Title: REALTY TECHNICIAN**

**Department /Office:** Office of Real Estate Services

**Reports to Whom (title):** Realty Supervisor

**Salary / Hourly Range:** 32

**Job Classification Code:** 8810

**Level of Background Check:** 1B

**Status:** NON-EXEMPT

**Driving Required:** Yes, As Required

**PD Revised:** 10/17/2014

**INTRODUCTION:**

This position is primarily responsible for reviewing and processing Utility Service Line Agreement Applications from customers and proponents on a day to day basis toward completion including compiling and ensuring that all required supporting documentation is attached and complete. Incumbent is also responsible for providing administrative support to the Realty Specialist Supervisor in reviewing and processing applications for utility rights-of-ways, permits, legal descriptions, etc., pertinent to real property management of the Hopi Tribe to ensure compliance upon request.

**DUTIES:** (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive).

1. Assists the Supervisory Realty Specialist with planning, coordinating, monitoring and prioritizing activities/functions to ensure compliance with surface leasing of lands under the jurisdiction of the Hopi Tribe.
2. Reviews, assesses and processes applications for Service Line Agreements, Rights-of-Way, permits, and other documents pertinent to management of Hopi Tribal and Individual Trust Lands. Applicable regulatory guidelines include Hopi Tribal Ordinances; Resolutions; Hopi tradition and custom; U.S. statutes, the Code of Federal Regulations; IBIA decisions.
3. Assist the Supervisory Realty Specialist and Realty Specialist in preparing appropriate real property documents with supporting data for legal sufficiency and adequacy as to terms and conditions relevant to rights-of-way & permit agreements as requested.
4. Conducts investigations, inspections and assessments to determine compliance with existing Service Line Agreements, ROW's, permits, contracts/agreements etc. Investigates and documents trespass violations, property damage, etc. Makes recommendations to supervisor for corrective action measures for any negative findings upon request of the Supervisor.
5. Maintains records of transactions regarding trust property and assures that all documents are properly filed and/or recorded with appropriate tribal/village, federal and state offices that maintain such records for regulatory and archival purposes.
6. Prepares documents for BIA TAAMS System and Land Titles and Records (LTRO) to be recorded and request for information by means of preparing a Title Status Report (TSR) in accordance with Federal Policies and Regulations.
7. Performs other related duties as assigned by the SRS to achieve office goals and objectives.

**LEASE COMPLIANCE:**

To provide requirements regarding monitoring of Right-of- Ways, Service Line Agreements, Encumbrances etc. Inspections are made to ensure the activities are in conformance with the terms and conditions of the Right-of-Way. Right-of-Way violations are identified and appropriate actions are taken.

**PERSONAL CONTACTS:**

Contacts are with Realty staff; Tribal/Village leaders, officials and staff; federal, state and county officials; construction contractors/subcontractors; Utility company representatives; BIA Agency staff; individual property owners/heirs; and the general public. Contacts are made through telephone, correspondence or personally.

**PHYSICAL EFFORTS & ENVIRONMENT:**

The work is sedentary and performed in an office environment requiring normal safety precautions. Occasionally, some physical exertion is required long standing, walking over rough terrain, recurring bending, crouching, stooping or similar activities when conducting on the job site inspections. Some travel on and off the Hopi Reservation is required.

**MINIMUM QUALIFICATIONS:**

1. Required Education, Training, and Experience:
  - A. Education: Two (2) years of Post High School education in Business and Public Administration.  
AND
  - B. Experience: One (1) year related work experience in Real Estate Program.  
OR
  - C. Any equivalent combination of education, training or experience which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills, and Abilities:

A. Knowledge:

- Working knowledge of National Environmental Policy Act (NEPA), National Historic Preservation Act (NHPA), and federal/state laws and regulations applicable to management of Indian Tribal and individual Trust Lands.
- Considerable knowledge of Real Estate Management principles, practices, methods and techniques.
- Good knowledge of Hopi Tribal/Village organizations and governance structure and socio-economic/cultural environment.
- Good knowledge of financial management systems.
- Good knowledge of federal and tribal laws, regulations and policies pertinent to custody and release of information.
- Working knowledge of computer hardware and software applicable to Real Estate Management.

B. Skills:

- Skills in negotiations, administration and application of legal processes relevant to trust property.
- Skills in operating computers, calculators, copier, scanner & fax office machinery.
- Skills in employing real property principles and practices, including fact-finding, analysis, and resolution of complex problems.
- Excellent verbal and written communication skills adequate for conducting public presentations, preparing statistical and narrative reports, composing legal documents, etc.
- Excellent public relations skills.
- Excellent skills in writing, editing or proofreading legal documents.

C. Abilities:

- Ability to analyze and interpret technical and legal documents.
- Ability to formulate alternative approaches, resolve differences and effectively recommend and justify land use strategy.
- Ability to plan, organize, implement and accomplish work in accordance with established objectives, priorities and timelines.
- Ability to address ideas clearly and effectively, both verbally and in writing.
- Ability to establish and maintain an effective working relationship with the public, outside agencies and organizations.

**NECESSARY SPECIAL REQUIREMENT:**

1. Must possess an Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must complete/pass a sensitive background investigation and fingerprint check in accordance with Hopi Tribal policy.
3. Must not have any felony convictions or have been convicted of 2 or more misdemeanors at the local, state or federal level within the past twelve (12) months of application.

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