



Job Title: REALTY OFFICER

Department/Office: Office of Real Estate Services

Reports to: Executive Director

Salary/Hourly Range: 67

Job Classification Code: 8810

Level of Background Check: 1B

Status: EXEMPT

Driving Required: Yes, As Required

PD Revised: 05/18/2015

INTRODUCTION:

The mission of the Hopi Office of Real Estate Services (ORES) is to enhance the quality of life, to promote economic opportunity, and to carry out the responsibility to protect and improve the lands of the Hopi Tribe through the delivery of quality services, and maintaining government-to-government relationships with Hopi Indian Agency (BIA) within the spirit of Indian self-determination.

The incumbent shall be responsible for the management of the Office of Real Estate Services that includes, but not limited to the technical accuracy and legal sufficiency of instruments of conveyance and title documents pertaining to ownership in connection with minerals (i.e., sand and gravel), acquisitions, leases, disposals, exchanges, partitions, rights-of-way, and other realty functions.

DUTIES:

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

Incumbent is responsible for planning, organizing, and directing Real Estate Services involving approximately 1.8 million acres of trust lands on the Hopi Reservation and an estimated 125,000 acres of fee lands (New Lands) which are located in Coconino and Navajo Counties. In addition, there are approximately eleven (11) allotments consisting of twenty (20) acre tracts, more or less. The allotments are fractionated. Pertinent duties entail the following:

1. The short and long-term planning and development of Hopi trust and fee lands. The incumbent puts those plans into effect by the negotiation of leases and other land use documents for residential, agricultural, commercial, industrial and other purposes.
2. In conjunction with the Office of General Counsel, participates in lease negotiations by reviewing complex leases to ensure that the terms are in keeping with the spirit and intent of the negotiations to safeguard the interests of the Hopi Tribe and its constituents. Provides guidance to the Hopi Tribe on environmental compliance issues relating to Federal actions and regulations pertaining to the approval of leases, easements, rights-of-way, and other realty transactions which may include participating as the lead or in a supporting role on interdisciplinary teams relating to Real Estate Service activities and environmental compliance processes under the National Environmental Policy Act (NEPA), the Endangered Species Act, the Clean Water Act, and the Archaeological Resources Protection Act.
3. Analyzes land development proposals to ascertain their potential effect on the quality of the human and natural environment; determines the need for an environmental assessment or environmental impact statement in accordance with NEPA; coordinates the efforts with users of Hopi lands, the Hopi communities and other interested groups to insure compliance with NEPA and other Hopi/Federal requirements.
4. Performs field inspections for compliance with lease/permit/right-of-way terms and conditions.
5. Directs and oversees the full scope of Real Estate Services. Supervises subordinate staff; assigns or delegates duties as required; establishes and conducts employee performance appraisals; reviews quality and accuracy of subordinate's work; initiates personnel actions as necessary.
6. In conjunction with the Office of General Counsel, negotiates complex right-of-ways for Federal, state and country road systems; high-voltage electrical transmission lines; and other easements over and across trust and fee lands which require the payment of just compensation to the Hopi Tribe or landowners.
7. Works very closely with Hopi tribal government to develop and/or revise land use codes, ordinances, and plans which are designed to maximize the use of natural resources and which are consistent with tribal and individual goals, needs, and objectives.
8. Represents the Hopi Tribe at meetings with other tribal governments, task teams, or with private, county, state, and Federal representatives to explain the Hopi Tribe's role with respect to land use function and programs. This may include land use proposals which are of a complex and controversial nature which will require a high degree of insight and knowledge concerning the political, legal, and economic status of trust and fee lands.
9. Manages ORES land records to ensure that the land titles of allotments consisting of eleven (11), twenty (20) acre tracts, more or less, are accurate and up-to-date and that land use documents, easements, acquisitions, sales, encumbrances, and other actions affecting the trust title or interests therein are properly recorded and documented.

10. Directs the proper and orderly collection and distribution of lease rentals to ensure that the landowners (tribal and villages) receive their rightful portion of lease income.
11. Independently or in coordination with Hopi Land Information System (LIS); Office of Community and Economic Planning; Hopi Housing Authority; Hopi Tribe Economic Development Corporation, etc., reviews and analyzes studies from the standpoint of financial feasibility with recommendations on manner of implementation on those which are feasible.
12. Presents reports or briefing before Hopi Tribal Council, Hopi departmental meetings, professional conferences, meetings, hearings, etc.
13. Conducts troubleshooting on a diverse range of realty issues, projects, or concerns requiring an overview of the total operations of the Hopi Tribe with respect to resolving significant controversial, and/or otherwise highly charges situations. Reviews and/or prepares highly technical reports and/or papers on important and complex realty matters which influence not only the immediate tasks, but have widespread impact in terms of current and/or future programs.
14. Establishes annual ORES measurable objectives and budget requests to include narrative justifications in support of planned annual activities.

COMPLEXITY:

The work performed involves various duties and projects requiring many different and unrelated processes. Incumbent performs substantial depth of data analysis. Assignments involve a broad range of complex characteristics such as extensive coordination and negotiation with many different land-users and village clan leadership, village governments with Hopi Tribal Council or between tribal governments. Complexity is heightened due to lack of guidelines, precedent, policies or relevant data affecting the areas of leasing, permits, easement and rights-of-way. The complexity of the work performed requires an in-depth degree of knowledge and familiarity with the laws governing the functions and responsibilities directly associated with contract management involving multiple and/or conflicting use of land, conflicting environmental concerns, unstable economic conditions, multiple allotment heirs, village opposition, etc.

Complexity is increased when ORES has involvement in land-use issues in 12 different, autonomous, self-governed Hopi villages, each with their own customary and traditional covenants on the use of lands within their self-designated jurisdictions. The incumbent uses originality in planning the scope and direction of identifying problems and consider a range of existing or new realty methods and practices for complex situations or problems. The incumbent must have a thorough knowledge of trust and trust related resources, environmental laws, as well as Congressional acts. The incumbent must possess the insight, judgment, and knowledge to fulfill the trust responsibility of the Bureau of Indian Affairs, as contracted to the Hopi Tribe via P.L. 95-638.

PERSONAL CONTACTS:

Personal contacts are with Hopi Tribal Council Representatives including the Chairman and Vice Chairman of the Hopi Tribe, village leadership, BIA technical experts and staff people in other tribal, Federal and state offices, representatives of public and private business enterprises, and the general public. The content of each contact is different, and the role or authority of each party must be identified and developed during the course of the contact.

PHYSICAL EFFORTS & ENVIRONMENT:

The work is primarily sedentary, although some physical exertion (walking, bending, climbing, and lifting) is required when checking site locations and inspections of proposed and on-going leases are performed. The work may entail long hours under a time constraint. There is occasional need to travel to isolated areas and over rough terrain. Work performed in the Office of Real Estate Services is performed in a high-stress office environment with standard hours. The work is primarily in an office setting, although the negotiating, monitoring, and compliance task may be lightly physical. Some travel may be required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training, and Experience:

A. Education: Bachelor's degree in Business Administration or Public Administration or related field;

AND

B. Experience: Five (5) years related work experience in management of Federal or Tribal Real Estate Services requiring technical accuracy and legal sufficiency of instruments of conveyance and title documents pertaining to ownership in connection with minerals, acquisitions, leases, disposals, exchanges, partitions, rights-of-way, and other realty functions; and including budget preparation, contract administration & compliance, and supervisory skills;

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:

- **Knowledge of Hopi Tribal Ordinances, regulations, polices and Code of Federal Regulations (CFR):** Thorough knowledge of Hopi Tribal laws, regulations, and policies for land management and in assigned real estate management area. Knowledge of a wide range of real estate principles, concepts and practices as well as a good understanding of the real estate market to manage Hopi owned property. Interprets and applies Hopi laws and applicable CFR regulations that govern Hopi trust and fee assets.
- **Operating Procedures and Manuals:** Understands policies and procedures relating to the management of trust and fee assets and resources; applies specific policies and procedures appropriately and effectively; uses information efficiently.
- **Realty Related Systems (Automated Systems):** Accesses, understands, and updates realty related systems; uses applicable IT resources (software); uses capabilities of software to perform job effectively; builds and performs queries skillfully and efficiently. Experience with TAAMS preferred.
- **Tribal Culture and Protocol:** Aware of and respects Hopi village/societal differences; knows how to work well with those differences to attain beneficiary and client satisfaction; considers these unique needs in view of the goals of the organization as a whole.
- 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.

B. Skills:

- **Appraisal Experience:** Experience in/or with Principles of Real Property Appraisals will be of critical importance to the conduct of responsibilities relating to Realty Officer duties.
- **Boundary Description:** Reads and interprets maps of definite location, plats, surveys, aliquot parts, metes and bounds descriptions, etc.; has a basic knowledge of Cadastral Geographic Information Systems (CGIS), Indian Trust Land Boundary Descriptions, and other electronic data systems.
- **Compliance Monitoring:** Uses skills and knowledge of real estate services to track and document levels of compliance to prevent trespass and misuse of trust and fee assets.
- 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 documents, etc.
- Excellent public relations skills.
- Excellent skills in writing, editing or proofreading legal documents.

C. Abilities:

- **Research Skills:** Analyzes historical transactions and records to collect ownership records (TSR), location, encumbrances, historical use, land consolidation plans, conflicts in land use or adjacent land use or other data needed to resolve issues or potential issues; obtains information from various electronic or hardcopy sources, including TAAMS; searches records to obtain information.
- **Fiduciary Responsibility:** Assures that any management of Hopi trust and fee assets considers the interest of the owner(s) and their intended use of the assets; conserves and protects trust and fee assets.
- Ability to analyze and interpret technical 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 REQUIREMENTS:

1. Must possess an Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must complete/pass the pre-employment screening in accordance with Hopi Tribal Policy.
3. Must not have any felony convictions or have been convicted of two (2) or more misdemeanors at the local, state or federal level within the past twelve (12) months of application.

DESIRED QUALIFICATIONS:

1. Ability to understand & speak the Hopi language for the purpose of effectively communicating with the Hopi Tribal/Village leaders/officials.