



Job Title: REALTY CLERK

Department /Office: Office of Real Estate Services
Reports to Whom (title): Supervisory Realty Specialist
Salary / Hourly Range: 13
Job Classification Code: 8810
Level of Background Check: 1B
FLSA Status: NON-EXEMPT; Full-time, Part-time, Temporary
Driving Required: Yes, As Required

JOB DESCRIPTION:

The work consists of duties that involve various related steps, processes or methods. The decisions to be made require the employee to recognize the existence of and difference among several alternatives.

SCOPE:

This class consists carrying out individual assignments in a limited range of realty activities in support of the Office of Real Estate Services within Hopi lands.

KEY DUTIES AND RESPONSIBILITIES:

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

1. Receives telephone calls, takes messages and responds to inquiries of a general nature; directs visitors to appropriate staff members or programs. Route mail and pick up mail as needed.
2. Receives, logs, and reviews all incoming/outgoing correspondence; prepares files and other data; routes inter-office, requisitions, timesheets and distributes realty correspondence to appropriate, programs, agencies, villages and individuals. Maintains all budget cuff accounts.
3. Scans incoming realty documents into the office digitized records management system and prepares format(s) necessary for the storage and retrieval of realty documents and transactions; prepares correspondence, reports, realty documents. Maintains all hard document files.
4. Have access with proper security clearance and authorization to update, maintain the Hopi Lands realty records (608) within the federal TAAMS database and retrieve realty documents such as Title Status Reports (TSR) in providing realty services. Work in concert with the Southwest Land, Titles and Records Office in updating and maintaining the office record management system.
5. Maintains Realty records, and maintains tickler file for correspondence needing action/follow-up; maintains strict confidentiality of all office files and documents. Assists the staff with Requests for Information as needed.
6. Schedules appointments, conferences and meetings; takes and transcribes minutes of meetings.
7. Performs other related duties as assigned or authorized in order to achieve office/Tribal goals and objectives.

PERSONAL CONTACTS:

Contacts are with general public (local and off-reservation), village officials, private business persons, employees of the Federal, State, other Tribal governments, Tribal Council and Committee members, departments/programs. The purpose of the contacts is to inform the public, both Indian and non-Indian, as to the nature of the work being performed, the status of on-going activities and information relating to the day-to-day operations of the Realty Program.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work is performed in an office setting and required the incumbent to sit for a long periods of time. Some travel on and off the Hopi Reservation may be required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education: Associate of Applied Science Degree (AAS) degree in Secretarial Science;

AND

B. Training: Successful completion of vocational training in automated office management.

AND

C. Experience: Two (2) years clerical work experience

OR

D. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Of basic accounting/bookkeeping principles
- Of land descriptions, real estate terms and basic property management terms, daily office functions and responsibilities
- Of telephone etiquette and greeting the public to insure effective communication between the Indian and non-Indian public and Realty staff.
- Good knowledge of English grammar and spelling, punctuation to correct errors in the material being typed
- Of the governmental structure of the Hopi Tribe and BIA and procedures related to the area of Realty
- Of the Hopi Clan and village governing system as it relates to Hopi Tribal Council
- Of terms, records storage and control procedures, general office practices and procedures.

B. Skills:

- In operating a ten-key, variable function calculator.
- In operating typewriter, duplicating machine and other office equipment.
- In the use of word processing and basic accounting programs.

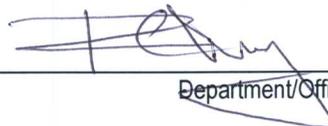
C. Abilities:

- To type 51-55 wpm
- To take shorthand/steno script at 60-70 wpm.
- To follow oral and written instructions.
- To communicate well in writing and orally.
- To establish and maintain effective working relationships with others.
- To work well under pressure.
- To speak and understand the Hopi language.

NECESSARY SPECIAL REQUIREMENTS:

1. Must complete & pass the pre-employment screening in accordance with Hopi Tribal Policy.
2. Must possess valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.

REVIEWED BY:

 ROBERT Charley 07/13/12
Department/Office Hiring Authority Date

APPROVED BY:

 Director of Human Resources 7/24/12
Date PD Certified