Employee Job Description	
Position Title: Realty Specialist	
Facility: Environmental and Natural Resources Building	
Job Family: Environmental Division	**Comp Grade:** $27/hour **Status:** FT (32 hrs/week)

Position Summary: The Realty Specialist will manage and maintain accurate land and property records to support Tribal land management and development. This role coordinates real estate transactions, including acquisitions, leases, easements, rights-of-way, and fee-to-trust applications, while ensuring proper documentation and compliance. The position works closely with the Bureau of Indian Affairs Division of Real Estate Services, Division of Trust Asset Ownership and Title, St. Croix Tribal programs, other federal, state, and local land and realty departments, external businesses, and their leadership to share land information, manage real estate matters, support planning efforts, and identify future development and acquisition opportunities.

Essential Functions:

- Strong organization, attention to detail, and effective communication are essential.
- Maintain accurate and thorough data and land records.
- Research, analyze, and advise on real estate documents.
- Prepare and submit fee-to-trust applications.
- Coordinate Tribal Membership lease applications to completion.
- Share vital land information with other departments and entities as needed.
- Meet with Tribal Council to determine future development or land acquisition needs.

Realty Specialist Job Duties:

- Keep an accurate record of all St. Croix Tribal land and encumbrances on such properties.
- Manage Land Lease Applications to include:
    - Maintain a list of suitable lots for residential leasing, coordinate with housing and GIS Specialist;

    - Initial qualification determination;
    - Coordination of the involved departmental reviews;
    - Accept and maintain records of payments and deposits associated with leases;
    - Keep an accurate record of lease status and location;
    - Present lease applications to Tribal Council;
    - Assist with resolutions for Tribal membership meetings;
    - Issue notices of non-compliance;
    - Recommend terminating non-compliant leases to Tribal Council;
    - Record trust land lease documentation in compliance with BIA.
- Research available property that would be of interest to the Tribe.
- Pursue Bureau of Indian Affairs Trust Asset and Accounting Management System access.
- Keep accurate records of property purchases to include:
    - Purchasing information;
    - Deeds;
    - Title Insurance;
    - CSMs;
    - Share location data with GIS Specialist.
- Attend meetings and trainings to develop and enhance job duties.
- Receive, log, scan & voucher property taxes.
- Prepare application requests for trust status.
- Record all easements on tribal land.
- Any other duties assigned by the supervisor.

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

Supervisory Responsibilities: N/A

Directly Reporting to: Environmental Division Head

Scope and Complexity: Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive information, and the appropriate application of business operations and practices.

Physical Demands/Environment Factors: OE-Typical Office Environment
- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 25 pounds.
- Requires significant use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.

- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- May require off-site travel.
- May require observation of off-site property inspections.

Minimum Qualifications:

- Proficiency level typically gained through a high school diploma.
- Some post-secondary education or work experience in real estate, land management, or a related field.
- Knowledge of reading land descriptions and maps, and familiarity with the National Environmental Policy Act (NEPA).
- Able to identify potential issues and proactively contain and manage challenges.
- Requires intermediate to advanced level computer skills and the ability to access information in meaningful ways.
- Must have demonstrated ability to work collaboratively with all levels of employees and managers.
- Requires effective presentation, verbal, and written communication skills.
- Needs commitment to timeliness and attention to detail.
- Must possess a valid driver's license and be insurable under the Tribe's vehicle insurance policy.
- Must complete required TAAMS training within one year of hire.

Preferred Qualifications:

- At least one year of related experience in processing tribal land acquisitions, land leases, fee-to-trust transactions, and right-of-way grants.
- Certification and experience with the Bureau of Indian Affairs Trust Asset and Accounting Management System (TAAMS).
- Professionally trained and licensed to assist in buying, selling, or leasing real estate.
- Demonstrated experience in land matters in Indian Country.
- Demonstrated understanding of BIA processes and procedures.

Native American Preference Given in Accordance with P.L. 93-638 and Amendments.
Any job offer is contingent upon the applicant meeting all requirements established by the department and Human Resources.

Posted: 11/23/2026 | **Open Until Filled**