

SENECA-CAYUGA NATION

VACANCY ANNOUNCEMENT

The Seneca-Cayuga Nation is accepting applications for the below position.

In compliance with the Seneca-Cayuga Nation, Tribal Government Office Employees Personnel Policy, applicants will be solicited from within the Nation, with consideration being given to upgrading the existing staff according to the Nation's Career Development Program. Applications will be received from prospective employees concurrently. Current employees must express their interest in transferring to the position by submitting a complete application. In order to qualify for this position applicants must submit a complete application for employment which addresses the applicant's ability to perform each of the below listed specific areas of responsibility, qualifications and requirements, as well as the physical requirements for this position. Applications are available at 23701 South 655 Road, Grove, OK 74344 and online at www.sctribe.com. Resumes with completed applications may be submitted to Human Resources or online to cbrown@sctribe.com or clewis@sctribe.com.
Posted 5/11/2023. Position Closes 05/25/2023.

Position Title: Real Property Land Management Specialist

Department: Land Management and Development

Immediate Supervisor: Executive Director

Position Supervised: None

General Statement of the Real Property Land Management Specialist Responsibility:

Under the general supervision of the Executive Director the Real Property Land Management Specialist is responsible to manage and oversee the operational services of the Land Management & Development Program. Responsibilities include Negotiation of real estate agreements, including acquisition and disposition of properties. Maintains land title and status records (TSR's) of the properties owned by the Nation in fee simple and those held in trust by the U.S.A. for the benefit of the Seneca-Cayuga Nation. Manages the acquisition, permitting, and leasing of the lands owned by the Seneca Cayuga Nation.

Specific Areas of Responsibility:

1. Directs appraisal and inspection of properties and land under consideration for acquisition, and recommends acquisition, lease, disposition, improvement, or other action consistent with the best interests of the Nation to manage and oversee the operations of services of the land Management & Development Program.
2. Prepares and assists in the preparation of leases of properties owned by the Nation in fee simple and those held in trust by the U.S.A. for the benefit of the Seneca-Cayuga Nation.
3. Advises tribal officials on a variety of real estate activities such as, deeds of trust, land acquisitions and disposals, land assignments, land transfers, leasehold mortgages, leasing of lands, litigation on lease permits, minerals, right-of-way easements, service line agreements, subleasing, and trespass issues to manage and oversee the operations of services.
4. Prepares appropriate documents to be submitted to the Secretary of the Interior requesting that Nation owned fee simple lands be conveyed into trust for the benefit of the Seneca-Cayuga Nation for the approval of the Executive Director and the Business Committee.
5. Generates maps depicting the locations of lands owned by the Seneca-Cayuga Nation and analyzes data using GIS/ARCVIEW computer programs.
6. Performs land title status research, reviews land related documents and legal descriptions using databases, files, and plat maps. Provide a database of all lands owned by the Seneca Cayuga Nation by section, township, and range, tract number, legal description, physical location and designate whether these lands are owned in fee or held in trust for the benefit of the Nation.
7. Assist with inspections for trespassing and/or boundary line disputes with assistance from the BIA and/or at the owners' expense.
8. Interact directly with department clients, vendors, and consultants to maintain clear communications on department activities.
9. Ensure that the Land Management & Development program performs in the best interest of the Nation by accepting and accomplishing all other duties as assigned.

Qualifications and Requirements:

- Bachelor's degree in a business-related field, or a minimum of 3 years' experience as a project assistant or higher, or any combination of education, training and experience that provides the required knowledge, skills, and abilities.
- Excellent interpersonal, verbal, and written communication skills.
- Proficiency with the entire Microsoft Office Suite.
- Superior skills in PowerPoint.
- Excellent organizational skills, ability to manage multiple assignments, and to meet scheduled deadlines.
- Excellent analytical and critical thinking skillset.
- Professional appearance.
- Ability to read legal descriptions and designate physical location.
- Must be able to establish a rapport with Tribal Members.
- Must be able to pass a background check and drug test.

PHYSICAL REQUIREMENTS:

To perform this job successfully, must be able to stand, move and work throughout the office area and properties, including walking up to 1 1/2 miles, climbing stairs and sitting at a desk/workstation for the duration of a workday. Must be able to grasp, bend, lift and/or carry or otherwise move goods occasionally weighing up to 25 pounds and sufficient dexterity of hand in order to operate all office equipment including, but not limited to keyboard, calculator, and other general office equipment.

WORK ENVIRONMENT:

Typically, will be housed in an office environment. The noise level in the work environment is usually low to moderate.

Tribal/Indian preference will be observed in the filling of this position.