



VACANT POSITION

The Hoopa Valley Tribe is accepting applications to fill the following vacant position:

Realty Specialist I

The Land Management Department is seeking applicants to fill a Regular F/T position. Salary: \$25.48 hr.; 40 hr./week, Monday through Friday. This position is under the Director of the Land Management Department, receiving general instructions as to assignments, desired objectives and the overall policies to be followed. Incumbent has the primary responsibility for carrying out tasks related to land acquisition, evaluation, and management of Tribal lands on and off the Hoopa Reservation. Makes field inspections and investigations in connection with assignments, rights-of-way disputes, trespasses, acquisitions, disposals or exchange of lands. Prepares and reviews reports and correspondence dealing with land use, land use problems, and county regulatory processes where applicable.

QUALIFICATIONS: Must have a high school diploma or general education degree (GED); 2 years of specialized experience in the field of realty; applicant must have a current California Notary Public Commission (required to notarize documents, which include but not limited to , BIA gift deeds, termination of lease agreements, designation of land assignment and tribal land relinquishment.) Knowledge of Hoopa Tribal Land Ordinance - Tribal assignment process; allotments on the Hoopa Reservation, and Fee properties on the Hoopa Reservation. Knowledge of realty techniques, methods, and principles; knowledge of Federal, State and Tribal laws, Department of Interior, Bureau of Indian Affairs regulations affecting trust land. Highly computer literate and knowledgeable of Microsoft Word, Excel, Access, Geographic Information Systems, power point, and publisher. Experience with Parcelquest, including obtaining assessor maps and searching the database for property detail information. Must have a valid CDL and be insurable.

DEADLINE: NOVEMBER 12, 2015

Submit applications to the Human Resources Department, Hoopa Valley Tribe, P.O. Box 218, Hoopa, CA 95546 or call (530) 625-9200 ext. 15. The Tribe's Alcohol and Drug Policy and TERO Ordinance apply.

