



VACANT POSITION

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

REALTY SPECIALIST II

The Hoopa Land Department is seeking applicants to fill a Regular P/T position; Salary: \$28.85/hr.; 20 hrs./week Tuesday through Thursday. This position is under the overall direction of the Land Management Director. This position is to protect and improve the trust land assets of the Hoopa Valley Tribe. To provide advice, guidance and oversight of Tribal land, Acquisition and Disposal, and records management in accordance with applicable Federal Statutes and Laws, including Title 25 CFR Indians, Tribal Ordinances and policies. Analyzes request for use of Indian-owned trust assets involving determination of compatibility of proposed uses with Hoopa Tribal goals and owner requests. Administer the Realty Department in coordination with the Land Management Department Director. Provides technical assistance to the Hoopa Tribe on all aspects of real estate transactions, reviewing problems and providing solutions, and maintaining and retrieving information from realty systems.

MINIMUM QUALIFICATIONS: Must have a High school diploma or general education degree (GED); 3 years of specialized experience working in realty involved with the administration and management of a Real Property Management Program primarily concerned with developing, managing and protecting the highest degree in all aspects of contracting assigning, leasing, and compliance of trust resources. 2 years maintaining the overall effectiveness of a realty program; a Master's degree from an accredited college or university required. Knowledge of Hoopa Tribal Land Ordinance - Tribal assignment process; allotments on the Hoopa Reservation, and Fee Properties on the Hoopa Reservation. 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.

